
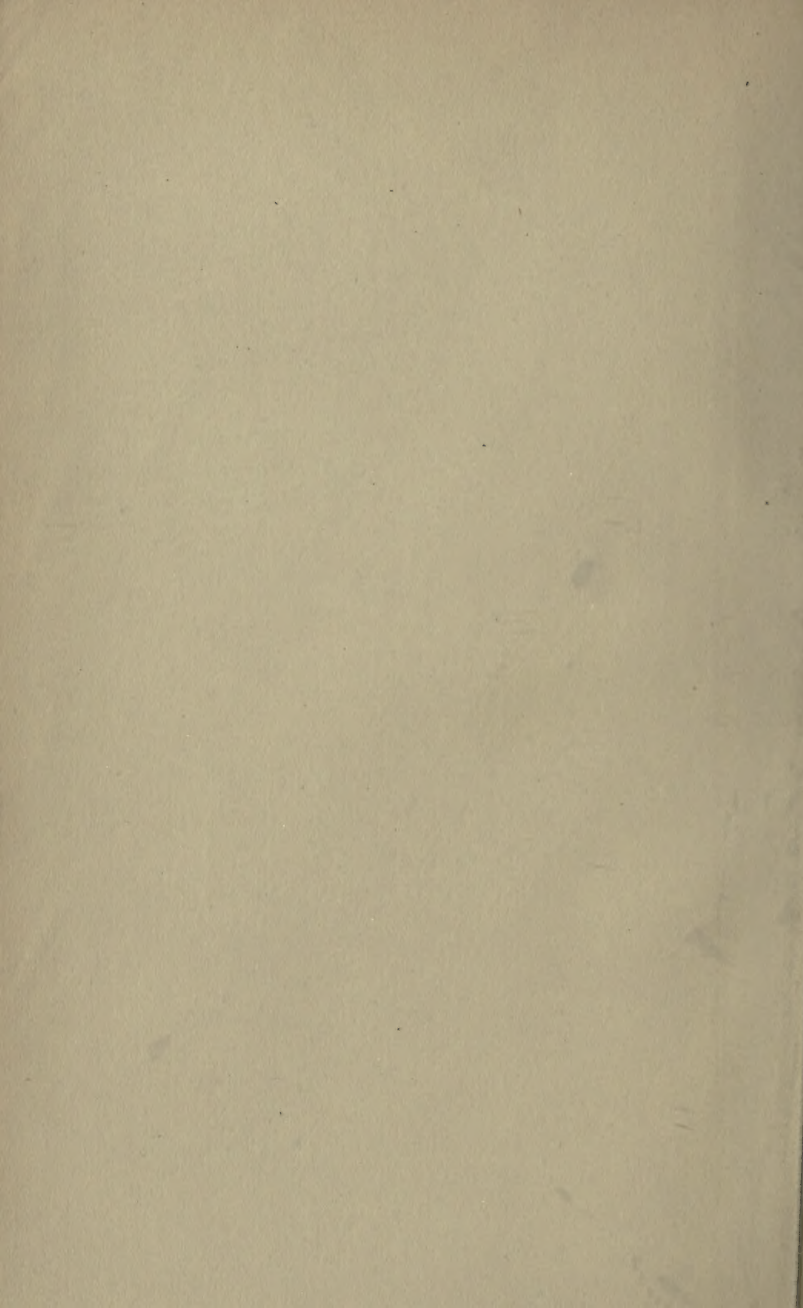


LESSONS IN
PORTUGUESE
COMMERCIAL
CORRESPONDENCE

G. R. MACDONALD



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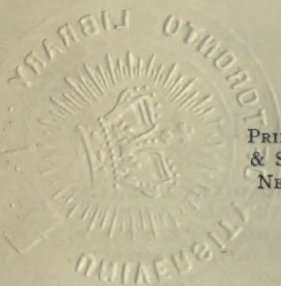
ROYAL SOCIETY OF ARTS' FIRST PRIZEMAN AND SILVER MEDALLIST
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LONDON
SIR ISAAC PITMAN & SONS, LTD., 1 AMEN CORNER, E.C.4
BATH, NEW YORK AND MELBOURNE

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PRINTED BY SIR ISAAC PITMAN
& SONS, LTD., LONDON, BATH,
NEW YORK AND MELBOURNE

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FOREWORD

THE constantly increasing importance of the Portuguese language, as a commercial medium between this country and Portugal and Brazil, is sufficient excuse for the publication of this small volume of commercial correspondence.

This work is intended primarily for students who are practically at the beginning of their studies in the language; the Lessons have, therefore, been rendered as simple as possible; firstly, by the selection of models which do not contain involved or intricate phraseology, and, secondly, by the copious foot-notes and explanations of difficult points of idiom or grammar.

The orthography of the Portuguese language is at present hardly so definitely fixed as that of Spanish or French, and it is not easy to lay down hard-and-fast rules regarding spelling. The use of the letters "s" and "z" is sometimes arbitrary, and one meets with "praso" and "prazo," "fasenda" and "fazenda," etc., etc. Also in the case of the letters "ph," the Portuguese have not yet adopted the Spanish reform of substituting "f" for "ph." Nevertheless, there is a tendency nowadays to write "fantasia" or "fantazia" rather than "phantasia."

There are many other little variations in spelling, such as the doubling of the "c" in certain words, *e.g.*, "aceitar" (*or* "acceitar"), "aceite" (*or* "acceite"), etc.

The plan followed in the present work has been to adopt the spelling which is most current among educated Portuguese or Brazilians.

One of the peculiarities of the Portuguese language is that which concerns the pronoun "you," which may be rendered in quite a number of ways, *e.g.*, Vossa Senhoria, Vossa Mercê, Vossa Excellencia; Vossé (more familiar); also o Senhor, or o Amigo. The general rule seems to be, in commercial correspondence, that Vossa Senhoria (abbreviated thus: V.S.^a) is best used for Portugal, and Vossa Mercê (abbreviated to V.M.^{cê}) for Brazil, but this rule is not strictly observed. Particularly in Rio de Janeiro the form of Vossa Senhoria is in current use.

FOREWORD

The importance of the Portuguese language in the history of the world is a fact which cannot be denied. It is the language of the great discoveries of the fifteenth and sixteenth centuries, and it is the language of the great discoveries of the nineteenth and twentieth centuries.

The work is intended primarily for students of the language, but it is also intended for those who are interested in the history of the language. It is a book which will be of use to all who are interested in the language of the world.

The object of the book is to present a clear and concise account of the history of the Portuguese language. It is a book which will be of use to all who are interested in the language of the world.

The book is divided into two parts. The first part is a history of the Portuguese language, and the second part is a history of the Portuguese people.

The first part of the book is a history of the Portuguese language. It is a book which will be of use to all who are interested in the language of the world.

HINTS ON PORTUGUESE PRONUNCIATION

THE Portuguese alphabet has twenty-five letters, pronounced approximately in English as follows:—

<i>a</i>	pronounce	ah	<i>n</i>	pronounce	en-ne
<i>b</i>	„	bay	<i>o</i>	„	o
<i>c</i>	„	say	<i>p</i>	„	pay
<i>d</i>	„	day	<i>q</i>	„	kay
<i>e</i>	„	eh (or ay)	<i>r</i>	„	er-re
<i>f</i>	„	effe	<i>s</i>	„	es-se
<i>g</i>	„	zhay	<i>t</i>	„	tay
<i>h</i>	„	ahgah	<i>u</i>	„	oo
<i>i</i>	„	ee	<i>v</i>	„	vay
<i>j</i>	„	zhotah	<i>x</i>	„	sheez
<i>k</i>	„	kah	<i>y</i>	„	ipsilon
<i>l</i>	„	eh-le	<i>z</i>	„	zay
<i>m</i>	„	em-me			

The letter *k* occurs only in a few words of Greek origin, such as: *kilogramma*, *kilogramme*. It is not really a Portuguese letter. There is no *w* in Portuguese.

The vowels are *a*, *e*, *i*, *o*, *u*, and *y*.

The Vowels.

a: is sounded like “ah” in the word “father,” as: *casa* (kah-sah), house. When at the end of a word its sound is not so long. It has also a closer sound in the first syllable of such words as *capital*, which is pronounced as in English, except that the stress of the voice falls on the last syllable in Portuguese words ending in a consonant.

e: in the majority of words is sounded like the English “a” in the word “fate”; as, *pé*, foot, *fé*, faith, pronounced as “pay” and “fay.” It has a close sound in such words as: *ler*, to read; *rede*, net; *mesmo*, same. At the beginning of words, when followed by “s,” “e” is

sounded very faintly or dully, as: *espero*, I hope; *estar*, to be. Also, at the end of words, "e" has a very faint, dull sound, as: *verdade*, truth.

i and y: These letters are pronounced like the English "e" in "me," or like the double "e," in "fee," etc.

o: This vowel has an open sound, like "o" in "for," in such words as: *nota*, note; *rosa*, rose, etc. It has a close sound like the "o" in "note," in such words as: *boa*, good; *ovo*, egg, etc. It is sometimes sounded almost like "oo" in "boot," generally at the end of words; *livro*, book: pronounce "leev-roo."

u: is sounded like "oo" in certain English words, as: *rua*, street; *tumulo*, grave. Pronounce: "roo-ah"; "too-moo-loo." Never pronounce like the English "u" in "union."

The Consonants.

Pronounce the consonants as in English, with the following exceptions:—

c: When placed before "a," "o," "u," and the consonants "l," "r," it has the hard sound of "k," as: *casa*, house; (kah-sah). It is sounded like "ss" before "a," "o," "u," if marked with a cedilla, as: *caça*, chase, hunt (*i.e.*, kah-sah).

ch: Pronounced like "sh," as: *chá*, tea (*i.e.*, shah).

In some words derived from the Greek, "ch" sounds like "k," *e.g.*, *machina*, machine (*i.e.*, máh-keen-ah).

g: is sounded like the English "g," but before "e," "i," and "y," it is sounded like a soft "j," or like "s" in "pleasure." Example: *giro*, draft (*i.e.*, zhee-roo).

h: is always silent.

j: Like the "s" in pleasure, or like the French "j." Examples: *hoje*, to-day. Pronounce: óh-zhay. *José*, Joseph. Pronounce: zhoh-say.

lh: Like "li" in the word "postilion." Examples: *melhor*, better. Pronounce: mehl-yohr. *Filho*, son. Pronounce: feel-yoo.

m and n: As in English. When "m" and "n" are found at the end of a syllable, they give the preceding vowel a nasal sound. Examples: *homem*, man; *bem*, well; etc. This cannot be represented in English letters, but students of French will be familiar with this sound.

- nh: Like "ni" in the word "opinion." Example: *ninho*.
Pronounce: neen-yoo.
- qu: Before "e" and "i," like "k" in English, thus: *quebrar*, to break (kay-brahr). In some words, like *frequente*, frequent, the "u" is sounded, as in English.
- r: Is trilled more strongly than in English.
- s: Is sounded as in English, but before a consonant and at the end of words it is slightly sounded, like "sh."
Examples: *estou*, I am; *livros*, books, etc.
Between two vowels, the "s" approaches somewhat the sound of "z," as: *amoroso*, loving; *mesa*, table.
- x: The most frequent sound of "x" is that of "sh" in English, as: *queixa*, complaint; thus: kay-ee-shah.
Caixa, case or box; thus: kah-ee-shah.
It is sounded like "s" in *texto*, text; *pretexto*, pretext.
Like "ss" in *trouxe*, brought; *proximo*, next.
Like the English "x" in *complexo*, complex; *sexo*, sex.
Like "z" in *exame*, examination; *existir*, to exist; etc.
- z: is sounded as in English. At the end of words, it is sounded more like the Portuguese "s."

Accents.

The accents are the acute (´) and the circumflex (^). These accents are used:—

1. On the last vowel of a word when this vowel bears the stress, as: *está*, he is, etc.

2. To distinguish between certain words which, although spelt alike, have different meanings, as: *por*, for; *pôr*, to put; *da*, of the; *dá*, he gives; etc.

3. To indicate certain contractions, as: *lêr*, to read; *crêr* to believe; *á*, to the; for "leer," "creer," and "aa."

The tilde (˜) is used to give the letters "a" or "o" a nasal sound, as: *não*; no; etc.



PORTUGUESE COMMERCIAL ABBREVIATIONS

a/c a conta
aff.^{mo} affectuosissimo
aff.^{to} affecto
Ag.^{to} Agosto
am.^o, am.^{os} amigo, amigos
att.^o attento
á/v. a vista
c. centimo(s)
c/ conta
C., C.^a, C.^{ia} companhia
c/c conta corrente
c.f.s. custo, frete e
seguro

conhec.^{to} conhecimento
consig.^{ão} consignação
cons.^{te} constante
cont.^o conteúdo
corr., corr.^{te} corrente
Cr.^o, Cr.^{os} criado, criados
c.ta conta
cts centimos
c/v conta de venda
D. Dom, Dona
Da Dona
d/d. dias de data
desc.^o desconto
Dez., Dez.^o Dezembro

dir.^o direito
do., d.^o dito
doc.^{to} documento
dup.do duplicado
dup.ta duplicata
duz., dz(s) duzia(s)
d/v. dias de vista
esq.^o esquerdo

etc., &. etcetera, &c.
Ex.^a, Exc.^a Excellencia
Ex.^{mo}, Exc.^{mo} Excellentissimo
Exma. Excellentissima
f.a.b. franco a bordo
Fev., Fev.^o Fevereiro

F.^o Filho
fr. franco(s)
gen.^l general
id. idem
Ill.^o, Ill.^{mo} Illustrissimo
Ill.^{os}, Ill.^{mos} Illustrissimos

Ir.^o Irmão
Jan., Jan.^o Janeiro —
J.^{or} Junior
kg. kilogramma
kilo kilogramma
£ libra(s) ester-
lina(s)

lb., lba. libra
liq.^{ão} liquidação
liq.^o liquido
L.S. logar do sello
m. metro
m/ meu(s), minha(s)

m/c minha conta
m.^{ca} marca
m/d. mezes de data
m/l. minha letra
m/o minha ordem
m/s meu saque
m.to muito

m/v mezes de vista
n., N. numero
n/. nosso(s), nossa(s)
n/c. nossa conta
n/l. nossa letra
N.^o, N.^{ro} numero

n/o nossa ordem
Nov., Nov.^o Novembro —
n/s. nosso saque
% por cento
o/. ordem

obr.^{mo}, obrig.^{mo} obrigadissimo
obr.^o, obrig.^o obrigado
Out., Out.^o Outubro —
p., p.^r por
p.^a para

p.b. posto a bordo
p/c. por conta
p.do passado
p.f. proximo futuro
P.^o B.^o, P.^o B.^{to} peso bruto
P.^o L.^o peso liquido

polleg. pollegada
P. % por cento
p.p. { proximo passado
por procuração
porte pago

pr. ^o prox. ^o . . .	proximo	s/o.	sua ordem
P.S.	post-scriptum, post-scripto	Sob. ^o	Sobrinho
p.v.	proximo vindouro	Sort. ^o	sortimento
q.	que	Sr.	senhor
q. ^m	quem	Sra., Sr. ^a	senhora
q.v.	queira voltar	Srs., Sr. ^s	senhores
Rs., rs.	réis	s/s.	seu saque
rec. ^o	recibido, recibo	T. ^a	tara
resp. ^a	resposta	ton. ^a	tonelada
\$	milréis, dollar	ult., ult. ^o	ultimo
s/	seu(s), sua(s), sobre	V.	vossa mercê
S. ^a	Senhoria	V/	valor, vapor
s/c	sua conta	Ven. ^{or} , Ven. ^r	venerador
seg. ^{te}	seguinte	V.E., V.Ex. ^a , V.Exc. ^a)	Vossa Excellencia
Set., Set. ^o	Setembro	Vm. ^{cê} , Vm. ^{cês}	vossa mercê, vossas mercês
S.E. ou O.	salvo erro ou omissão	vol.	volume
s/l.	sua letra	V.S. ^a	Vossa Senhoria
Snr., Snr. ^r	senhor	V.va	Viuva
Snra., Snr. ^a	senhora	VV. S.S.	Vossas Senhorias
Snrs., Snr. ^s	senhores	1. ^o	primeiro
		2. ^o	segundo

GRADUATED PORTUGUESE COMMERCIAL CORRESPONDENCE

LESSON I.

Conversational Exercise.

- | | |
|---|---|
| 1. Have you the invoice ? | Vm. ^{cês} têm a factura ? |
| 2. The price is high. | O preço é alto. |
| 3. The cloth is not pretty. | O panno não é bonito. |
| 4. They have the coffee. | Elles têm o café. |
| 5. What does this article cost ? | Quanto custa este artigo ? |
| 6. It is too dear. | É caro demais. |
| 7. It is too much money. | É muito dinheiro em demasia. |
| 8. It is too late. | Já é tarde. |
| 9. The quality is fair. | A qualidade é soffrível. |
| 10. We want a fair profit. | Desejamos um lucro regular. |
| 11. The lace is in the case. | A renda está na caixa. |
| 12. The packages are already on board. | Os volumes estão já a bordo. |
| 13. Our terms are: Free on Board. | As nossas condições são: Posto a bordo. |
| 14. We have not yet received the goods. | Ainda não temos recebido a fazenda. |
| 15. Have you any stock in grey cloth ? | Vm. ^{cês} têm stock em panno crú ? |
| 16. Where are the French merchants ? | Onde estão os commerciantes francezes ? |
| 17. I think they are on'Change | Creio que estão na Bolsa. |
| 18. We prefer plain colours. | Preferimos as côres lisas. |
| 19. They have just established a new house. | Acabam de estabelecer uma nova casa. |
| 20. We are very busy at present. | Estamos muito occupados ao presente. |

Beginning of Commercial Letters.

The rules appertaining to Portuguese commercial correspondence are very similar to those relating to English correspondence. Only one side of the paper should be written upon.

The address of the writer should be placed at the top right-hand corner, and the date of the letter immediately below, i.e., on a line with the town.

Small letters or capitals may be used for months in Portuguese, but the latter are more usual in commercial correspondence.

The forms, Dear Sir or Gentlemen, are rendered generally by: *Senhor e Amigo* and *Senhores e Amigos*, respectively; or these words may be reversed, thus: *Amigo(s) e Senhor(es)*.

These forms are usually abbreviated, thus: *Am.^o e Snr.*, and *Am.^{os} e Snr.^{es}*

The date is written as below:—

Lisboa, em 14 de Junho de 19...

or *Lisboa, a 14 de Junho de 19...*

or *Lisboa, 14 de Junho de 19...*

The words Mister and Messieurs, or Mr. and Messrs., are rendered in Portuguese by:—

Illustrissimo Senhor; and

Illustrissimos Senhores.

These are usually abbreviated thus:—

Ill.^{mo} Snr. and *Ill.^{mos} Snr.^{es}*

Sometimes the word "*Illustrissimo*" is omitted, and the name written simply as: *Snr. João Bastos*, or *Snrs. J. Bastos e Cia.*, but it is more courteous to give this title, especially when writing to customers.

Some Opening Phrases.

We have received your letter.	Temos recebido a sua carta.
We are in receipt of your favour.	Estamos de posse do seu estimado favor. ¹
We beg to acknowledge receipt of your esteemed favour.	Damos em nosso poder o seu prezado obsequio. ²
We beg to inform you.	Temos o gosto de informarlhes. ²
Your letter to hand.	O seu prezado chegou a nosso poder.
We reply to your favour.	Respondemos á sua prezada. Damos resposta á sua prezada. . . .
In answer to your letter.	Em resposta á sua carta.
Your letter is before us. . .	Temos presente o seu estimado. . . . Temos em nosso poder o seu estimado.
The object of the present is . . .	Tem por objecto a presente . .
Your favour duly to hand.	Em seu devido tempo nos foi entregue a sua estimadissima. . . .
We confirm our last of . . .	Damos confirmação á nossa anterior de.
The present is to communicate to you. . . .	Serve esta de lhes participar . .
We duly received your favour..	Recebemos a devido tempo a sua prezada de . . .
We have before us your favour . . .	Temos presente o seu prezado obsequio . . .
The contents of which we have noted.	De cujo conteudo ficamos scientes. A cujo conteudo prestamos atenção.

1. Favour, meaning "letter," is rendered in Portuguese by: *prezada* or *estimada* (*carta*); also by *estimado* or *prezado* (*favor* or *obsequio*). 2. "To beg." When the verb "to beg" means simply "to have to" or "to have the pleasure to," it is rendered in Portuguese by: *ter o gosto* (*honor* or *prazer*) *de*; or by the verb *permittir-se*, as: *permittimo-nos avisar*, we beg to advise. Also by *tomar a liberdade de*. Sometimes it is better to omit the verb "to beg" altogether, as: We beg to inform you, *informamos-lhes* . . .

We beg to acknowledge receipt Accusamos a recepção de . .
of . . .

The object of the present is Serve a presente para . . .
to . . .

The above are merely a few common examples. Many others will be found in the letters of this series.

EXERCISE FOR TRANSLATION.

1. Circular re New Firm.

RIO DE JANEIRO, 20 de Março de 19. .

ILL.^{MOS} SNR.^{ES} ALEXANDER WEBB & SONS,
Leeds.

Temos o prazer de communicar a V. S.^{as} que conforme¹ contracto archivado² na Junta³ Commercial sob o n.º. 73235, organisamos uma sociedade solidaria⁴ sob a razão de⁵—

Silva, Campos & C.^a

com séde⁶ a Rua Visconde Inhauma 68, para a importação e commercio de tecidos em geral⁷; da qual fazem parte,⁸ Joaquim da Silva ex-socio⁹ de Ferreira e C.^a, Manoel de Campos ex-socio de Guimaraes e C.^a, e Arminio Teixeira.

A longa practica e relações¹⁰ adquiridas no ramo de negocio¹¹ a que nos dedicamos,¹² anima-nos a esperar¹³ as prezadas¹⁴

1. *Conforme*, according to, in pursuance of. 2. *Archivado*, filed, recorded, on record. 3. *Junta*, meeting, assembly, board. *Junta de credores*, creditors' meeting. 4. *Sociedade solidaria*, solidary society or company. *Solidario* means: joint and several, therefore it may be rendered here as: individually and collectively responsible. 5. *Sob a razão de*, under the style (or title) of. Note also expressions with *sob*; *sob pretexto de*, under pretence of. *Affirmar sob juramento*, to declare upon oath. 6. *Séde*, see, seat; head-office. *Caixa matriz* is also used for "head-office." 7. *Tecidos em geral*, textiles in general; soft goods generally. 8. *Fazem parte*, form part. 9. *Ex-socio*, late partner. 10. *Relações*, relations, connections. 11. *Ramo de negocio*, branch of business (or trade); line of business. 12. *A que nos dedicamos*, to which we are devoting ourselves, in which we are engaged. 13. *Anima-nos a esperar*, encourages us to expect (or hope for). 14. *Prezadas*, esteemed, valued.

ordens de V. S.^{as} para cumprimento das quaes¹⁵ envidaremos¹⁶ os nossos melhores esforços.

Rogamos tomarem nota de nossas assignaturas.¹⁷

De V. S.

Att.^{os} Cr.^{dos} Obg.^{dos}

SILVA, CAMPOS & C.^a

Joaquim da Silva assignará¹⁸

Manoel de Campos „

Arminio Teixeira „

15. *Para cumprimento das quaes*, in the execution of which. 16. *Envidaremos*, we shall employ or use. *Envidar* means literally "to set at hazard" or "to stake." 17. *Assignaturas*, signatures. 18. *Assignará*, will sign.

2. Firm Changed.

PARÁ, 10 de Maio de 19..

ILL.^{MO} SNR. W. TURNER,

Birmingham.

Senhor e Amigo,

A firma¹ que até hoje² se representava n'esta praça³ sob a razão social de⁴

Botelho & C.

acaba de ser dissolvida⁵ com a retirada⁶ do socio⁷ Snr. João Augusto Ferreira, embolsado de seus haveres sociaes⁸

Assumindo eu exclusivamente a gerencia⁹ do negocio, até agora¹⁰ exercido collectivamente,¹¹ levo isso a seu conhecimento,¹² pedindo a continuação de suas ordens.

Saudando-o respeitosamente subscrevo-me.¹³

De Vm.^{cê},

Am.^o Obr.^{mo},

JOSÉ CARDOSO BOTELHO.

1. *A firma*, the firm. 2. *Até hoje*, until to-day, hitherto. 3. *N'esta praça*, in this town, here. 4. *Sob a razão social de*, under the title of. 5. *Acaba de ser dissolvida*, has just been dissolved. 6. *Retirada*, withdrawal, retirement. 7. *Socio*, partner. 8. *Embolsado de seus haveres sociaes*, reimbursed (paid up) his partnership money (or capital). 9. *Assumindo eu exclusivamente a gerencia*, (as) I am taking over exclusively (or on my own account) the management (or direction). 10. *Até agora*, up till now, hitherto. 11. *Exercido collectivamente*, exercised (or carried on) collectively. 12. *Levo isso a seu conhecimento*, I bring this to your knowledge, I acquaint you with this. 13. *Saudando-o respeitosamente subscrevo-me*, with regards, I remain.

LESSON II.

Conversational Exercise.

- | | |
|---|--|
| 1. The market is very high. | O mercado está muito alto. |
| 2. The prices are rather dear. | Os preços são assaz caros. |
| 3. Do you like these designs ? | Vm. ^{cd} gosta d'estes desenhos ? |
| 4. Please reply by return of post. | Queira responder na volta do correio. |
| 5. The goods are delivered. | A fazenda está entregue. ¹ |
| 6. Have they paid the duties ? | Têm pago os direitos ? |
| 7. We have placed your order. | Temos collocado a sua encomenda. |
| 8. The account is paid. | A conta está paga. ¹ |
| 9. The goods arrived in the Custom-House. | As fazendas chegaram na Alfandega. |
| 10. The finish is very soft. | O preparo (<i>or</i> acabamento) é muito brando (<i>or</i> molle). |
| 11. How do you like the making-up ? | Como acha Vm. ^{cd} o arranjo ? |
| 12. We think that this quality is the best. | Julgamos que esta qualidade é a melhor. |
| 13. We have sold many pieces of this article. | Temos vendido muitas peças d'este artigo. |
| 14. This house has placed the spot muslins. | Esta casa tem collocado a muselina com salpicos. |
| 15. Please ship the muslin by the next steamer. | Façam favor de embarcar a cassa pelo proximo vapor. |
| 16. The shades are very dark. | As côres (nuances <i>or</i> tons) son muito escuras. |
| 17. We have found a mistake in the consular invoice. | Temos achado um erro na factura consular. |
| 18. We have just established ourselves in this place. | Acabamos de estabelecer-nos n'esta praça. |

1. Observe that the Past Participles of the verbs *entregar* and *pagar* are *entregue* and *pago* respectively.

19. When will they be ready for shipment? Quando estarão promptas para embarcar?
20. We have sent the samples by registered post. Temos enviado as amostras por correio registrado (or registado).

3. Letter Announcing Death of Principal of a Firm.

BAHIA, 11 de Setembro de 19.

ILL.^{MOS} SNR.^{ES} WILLIAM TATE & SONS,
Leeds.

Senhores e Amigos,

Cumpro o doloroso dever¹ de levar ao conhecimento de V. S.^{as} o sentido² fallecimento,³ hontem, em Zurich, do respeitavel e prezado chefe⁴ desta casa, Snr. Henrique Costa, que ha cerca de dois mezes⁵ dirigio-se para⁶ a Europa em procura de melhoras⁷ á sua saude e que me honrava com a confiança da gerencia⁸ de todos os seus negocios.

Com toda consideração subscrevo-me,

De V. S.^{as},

Am.^o Obg.^o Cr.^o,

PAULO DA SILVA.

11, Rua Cons. Dantas
1^o andar.⁹

1. *Cumpro o doloroso dever*, I fulfil the painful duty; it is my painful duty.
2. *Sentido*, felt, regrettable. 3. *Fallecimento*, death, decease. 4. *Chefe*, chief, principal. 5. *Ha cerca de dois mezes*, about two months ago. 6. *Dirigio-se para*, repaired to. 7. *Em procura de melhoras*, seeing (in search of) improvements. 8. *Honrava com a confiança da gerencia*, honoured with the confidence of the management; say: entrusted with the management. 9. *Andar*, floor, storey.

4. Offer of Services.

PARIS, 3 de Junho de 19..

ILL.^{mos} SNRS. BALTHAZAR E RIOS,
Lisboa.Ill.^{mos} Senhores,

Tenho a satisfação de participar a V. S.^{as} que, nesta data, estabeleci-me n'esta praça como casa de Commissões e Consignações, á rua . . . sob a minha firma individual:

João Guerreiro..

A bôa reputação de que goza¹ a sua prezada casa me faz desejar vivamente² encetar relações commerciaes³ com V. S.^{as}, se fôr possível. Tomo pois a liberdade de lhes offerer os meus prestimos⁴ para todas as compras que queiram fazer n'esta praça.

Possuindo longa practica de negocios, e estando desde muitos annos⁵ em negociações commerciaes⁶ com os principaes fabricantes e manufactureiros⁷ d'esta e sempre ao facto das mais altas novidades,⁸ sinto-me habilitado a bem cumprir⁹ as suas prezadas ordens, no fornecimento¹⁰ de diversos artigos nacionaes ou estrangeiros, assim como na propaganda e bôa collocação¹¹ dos seus productos n'este mercado.

Solicito e agradeço desde já¹² a preferencia de seus pedidos e consignações, e subscrevo-me com elevada estima e consideração,

De V. S.^{as},Att.^o Am.^o e Cr.^o,

JOÃO GUERREIRO.

1. *A bôa reputação de que goza*, the good reputation enjoyed by. 2. *Me faz desejar vivamente*, makes m^e desire ardently; say: has encouraged me to hope. 3. *Encetar relações commerciaes*, to open business relations. 4. *Os nossos prestimos*, our services. 5. *Estando desde muitos annos*, having been for many years. Observe that, if the action described by a verb is still continuing at the time of speaking or writing, then the tense is present in Portuguese, although past in English. 6. *Em negociações commerciaes*, in commercial operations (or relations). 7. *Fabricantes e manufactureiros*, makers and manufacturers. 8. *Ao facto das mais altas novidades*, in touch with (informed as to) the latest novelties. 9. *Sinto-me habilitado a bem cumprir*, I feel capable of being able to fulfil satisfactorily. 10. *Fornecimento*, supply. 11. *Assim como na propaganda e bôa collocação*, as well as in the propaganda (or making known) and placement. 12. *Desde já*, forthwith.

5. Acknowledgment of Circular.

LONDON, 12 June, 19..

MR. JOSÉ CARDOSO BOTELHO,
Pará.

Dear Sir,

We have just received¹ your esteemed circular of the 10th ultimo, and we note that the firm² of Botelho & Co. has been dissolved,² with the retirement of Mr. João Augusto Ferreira. The object of the present is to assure you³ that you may always make use of⁴ our services in this place, and we take this opportunity⁵ of expressing to you our best wishes⁶ for the future success⁷ of your business.

We remain, dear Sir,

Yours faithfully,

CHARLES WEAVER & SONS.

1. We have just received, *acabamos de receber*. 2. The firm of . . . has been dissolved, *tem-se dissolvido a razão social*. 3. To assure you, *asseverar-lhes*. 4. Make use of, *servir-se* (or *utilizar-se*) *de*. 5. We take this opportunity, *aproveitamos este ensejo*. 6. Our best wishes, *os nossos sinceros votos*. 7. The future success, *a boa marcha* (or *o êxito*).

SOME TERMINATIONS OF LETTERS.

De V. S., Att. ^{os} Ven. ^{rs} e Cr. ^{os} .	Yours truly. ¹
De V. S. ^{as} , Att. ^{os} Ven. ^{res} e Cr. ^{os} .	Yours faithfully.
Seu attento (Att. ^o) venerador (V. ^{dor}) e Servo.	Yours respectfully.
Somos com estima e respeito . .	Yours very truly.
Firmamo-nos com estima . . .	We beg to remain, dear Sirs, yours faithfully.
Sem mais por agora, somos com muita estima . . .	Without more for the present, we remain, etc. . . .
Sem mais esta vez, subscre- vemo-nos . . .	Without anything further at present, we remain . . .
Ficamos com toda a estima . . .	We remain, dear Sir(s) . . .

1. The English renderings are not exactly translations of the Portuguese, as it is obviously impossible to give a correct word-for-word translation. The student will just use the Portuguese form where he would use the corresponding English form. Besides these examples, many further will be found in the letters of this series.

Somos com toda a consideração	We are, Gentlemen, . . .
Sempre ás suas ordens, . . .	Always at your service.
É quanto se nos offerece . . .	Without anything further to write about . . .
Sem outro motivo presente . . .	Without further for the present . . .
Entretanto, somos . . .	Meanwhile, we are . . .
No entanto, ficamos com a maior estima e apreço.	Meanwhile, we remain, etc. . .
Aguardando as suas noticias . .	Awaiting your news . . .
Sendo quanto se nos offerece comunicar-lhes.	Without anything further to report . . .
Sem outro particular n'este momento . . .	Without more for the moment . . .
Aproveitamos esta occasião . .	We avail ourselves of this opportunity . . .

LESSON III.

Conversational Exercise.

- | | |
|---|---|
| 1. We beg to offer our services. | Offerecemos os nossos serviços. |
| 2. I must obtain an allowance. | Devo obter uma bonificação. |
| 3. There are some designs short. | Faltam alguns desenhos. |
| 4. The broker has bought the india-rubber. | O corretor tem comprado a borracha (or gomme elastica). |
| 5. We are sending the parcel by registered post. | Enviamos o pacote sob registro do correio. |
| 6. Please register all your letters. | Queiram registrar todas as suas cartas. |
| 7. I will bear your advice in mind. | Terei em vista o seu conselho. |
| 8. These samples do not match the others. | Estas amostras não condizem com as outras. |
| 9. They packed the goods in cases. | Têm encaixotado as fazendas. |
| 10. We hope for a favourable result. | Fazemos votos para um resultado feliz. |
| 11. The cambrics have cost much more. | A cambraia tem custado muito mais. |
| 12. Have you any blotting-paper? | Vm. ^{çã} tem papel mata-borrão? |
| 13. I am buying table-covers and shirtings. | Compro toalhas de mesa e panno para camisas (or morim). |
| 14. We are sending a complete set of samples. | Enviamos um mostruario completo. |
| 15. The cashier has paid all the accounts. | O caixa (or caixeiro) tempa go todas as contas. |
| 16. We are asking for information about this house. | Pedimos informações sobre esta casa. |

- | | |
|---|---------------------------------------|
| 17. We have granted a power of attorney to Mr. Branco | Temos dado procuração ao Snr. Branco. |
| 18. Was that the lowest quotation? | Foi essa a ultima cotação? |
| 19. This customer does not like the pink colour. | Este freguez não gosta da côr rosa. |
| 20. I do not want fancy articles. | Não necessito artigos de fantasia. |

6. Letter of Introduction.¹

LISBOA, 21 de Maio de 19..

ILL.^{MOS} SNRES. BENITO MOURA E CA.,
Londres.

Snrs. e Amigos,

Tomamos a liberdade de recomendar a sua attenção especial ao portador² da presente, o Snr. José Guimarães, filho do nosso amigo particular o Snr. Pedro Costa Guimarães, da casa respeitavel³ de Guimarães e Costa, d'esta.⁴ Esse moço vae a Inglaterra para estudar o commercio e para aperfeiçoar-se na lingua ingleza⁵ que já elle falla bastante⁶ bem.

Rogamos-lhes tiverem a extrema fineza⁷ de dar ao nosso recommendado⁸ os seus conselhos e apoio,⁹ e se durante a sua estada¹⁰ ahi succeder ter elle precisão de dinheiro,¹¹ pedimos a Vm.^{cs} que lhe forneçam¹² por nossa conta todo o que elle lhes pedir, avisando-nos opportunamente para nosso governo.¹³

1. Letter of introduction, *carta de recommendação*. 2. *Portador*, bearer. 3. *A casa respeitavel*, the respectable (well-known or established) house. 4. *D'esta (praça or cidade understood)*, of this town or place. 5. *Aperfeiçoar-se na lingua ingleza*, to perfect (or improve) his knowledge of the English language. 6. *Bastante*, fairly. 7. *A extrema fineza*, the great kindness. 8. *O nosso recommendado*, our protégé, our friend. 9. *Conselhos e apoio*, advice and assistance. 10. *Estada*, stay, sojourn. 11. *Se succeder ter elle precisão de dinheiro*, should he require any money. After *se* the Future Subjunctive is used, or the Present Subjunctive in some cases. Note the use of the Infinitive *ter* in this case, instead of: *se succeder que elle tenha*. 12. *Pedimos a Vm.^{cs} que lhe forneçam*, we beg you to supply him with. Subjunctive after verbs of request, wish, etc. 13. *Para nosso governo*, for our guidance.

Estamos persuadidos¹⁴ de que Vm.^{cês} farão tudo o possível¹⁵ para ajudar o nosso amigo, tornando-lhe a sua estada n'essa capital tão agradável como proveitosa.¹⁶

Ficar-lhes-hemos muito reconhecidos por¹⁷ todos os favores que Vm.^{cês} dispensem¹⁸ ao nosso recommendado, e rogamos-lhes que disponham com toda a franqueza dos nossos serviços¹⁹ em caso dado.²⁰

Somos com toda a consideração,

De Vm.^{cês},

Att.^{os} Criados e Ven.^{res},

CARLOS GOMES E FILHO.

14. *Estamos persuadidos*, we are convinced. 15. *Vm.^{cês} farão tudo o possível*, you will do your best. 16. *Tornando-lhe a sua estada n'essa capital tão agradável como proveitosa*, making his stay in your capital both pleasant and profitable. 17. *Ficar-lhes-hemos muito reconhecidos*, we shall be much obliged to you. 18. *Os favores que Vm.^{cês} dispensem*, the favours you may lend (or show). 19. *Disponham com toda a franqueza dos nossos serviços*, make use of our services freely (or with all frankness). 20. *Em caso dado*, in a given (or similar) case; in case of need.

7. Asking Information.

MANCHESTER, 26th July, 19..

MESSRS. MANOEL BARBOSA E IRMÃO,
Oporto.

Dear Sirs,

We have been approached by¹ Messrs. José Carneiro e Ca., of Lisbon, late of² Oporto, with a request³ to send them some of our goods forward,⁴ and they have given us your name as a reference.⁵

We shall be pleased if you will kindly favour us⁶ with particulars of the standing⁷ of these friends, and let us

1. We have been approached by . . . , *têm-se dirigido a nos*; *têm-nos feito propostas*. 2. Late of, *antes de*. 3. With a request, *supplicando-nos*. 4. To send them . . . forward, *para lhes expedirmos* . . . 5. Have given us your name as a reference, *têm-nos indicado a sua respeitavel casa como referencia* (or *para informações*). 6. We shall be pleased if you will kindly favour us with, *ficar-lhes-hemos muito obrigados* (or *agradecidos*) *se tiverem a bondade de fornecer-nos*. 7. Particulars of the standing, *algumas informações sobre a respectabilidade* (or *importancia moral*).

know⁸ if you consider their credit is good for⁹ the sum of £1,000.

Any information with which you are good enough to favour us¹⁰ will be treated in the strictest confidence,¹¹ and if at any time we are able to reciprocate this good office,¹² we shall be pleased to do so.¹³

We remain, dear Sirs,

Yours faithfully,

JAMES HARDWICK & SONS.

8. Let us know, *avisar-nos* (or *informar-nos*). 9. You consider their credit is good for, *V.S.^{as} consideram que merecem* (or *valem*) *um crédito de*. 10. Any information with which you are good enough to favour us, *toda informação que tiverem a bondade de fornecer-nos* (or *subministrar-nos*). 11. Will be treated in the strictest confidence, *tratar-se-ha sob a maior reserva*. (Note: The whole phrase might be changed thus—*V.S.^{as} podem contar com a nossa maior discrição sobre toda informação*, etc.) 12. If at any time we are able to reciprocate this good office, *quando se offerecer uma ocasião em que possamos servir-lhes de modo igual*. 13. We shall be pleased to do so, *ser-nos-ha muito agradável*. (Note: This phrase might also be inverted thus: *Ser-nos-ha muito agradável quando se offerecer*, etc. . . .)

8. Letter of Credit in Favour of a Friend.

BAHIA, 26 de Agosto de 19..

ILL.^{mos} SNRES. BROWN, JONES & Co.,
Liverpool.

Senhores e Amigos,

Formamos a presente com o objecto de abrir um credito¹ na sua respeitavel casa para o portador da presente, o Snr. Edmundo Fonseca, que recommendamos ao seu melhor acolhimento.² O dito amigo faz uma viagem de recreio³ a Europa, e muito nos obsequiariao, se o recebessem amigavelmente.⁴

Rogamos-lhes tenham a bondade de entregar-lhe as quantias que elle precisar,⁵ até a importancia⁶ de £1,000

1. *Abrir um credito*, to open a credit. 2. *Recommendamos ao seu melhor acolhimento*, we recommend to your best (or kind) attention. *Acolhimento* means literally: reception, welcome. 3. *Uma viagem de recreio*, a pleasure trip. 4. *Muito nos obsequiariao, se o recebessem amigavelmente*, we should be greatly obliged if you would give him a favourable reception. 5. *Entregar-lhe as quantias que elle precisar*, deliver (hand over to) him the sums which he may require. 6. *Até a importancia de*, to the amount of.

(duas mil libras esterlinas), com deducção das despesas⁷ e a troco de recibos em duplicado.⁸ Queiram notar no dorso⁹ d'esta carta os pagamentos feitos ao Snr. Fonseca, remetendo-nos os seus recibos, e indicando-nos o modo do seu reembolso.¹⁰

Estamos persuadidos de que cumprirão o nosso desejo¹¹ e agradecendo-lhes de antemão¹² tudo o que farão para o nosso recommendado.¹³ subscrevemo-nos com a maior estima e consideração,

De V. S.^{as},

Am.^{os} e Cr.^{os} Obr.^s,

HENRIQUE COSTA E FILHO.

7. *Com deducção das despesas*, less charges. 8. *A troco de recibos em duplicado*, in exchange for (or against) duplicate receipts. 9. *Queiram notar no dorso*, kindly note on the back. 10. *Indicando-nos o modo do seu reembolso*, letting us know how you wish to be reimbursed. 11. *Estamos persuadidos de que cumprirão o nosso desejo*, we are persuaded (convinced) that you will carry out our wish. 12. *Agradecendo-lhes de antemão*, thanking you in advance. 13. *Tudo o que farão para o nosso recommendado*, for all you will do for our protégé (or friend).

LESSON IV.

Conversational Exercise.

- | | |
|--|---|
| 1. The manufacturer has spoiled some pieces. | O fabricante tem deitado a perder algumas peças. |
| 2. Some pieces were spoiled in the making. | Algumas peças estragaram-se na fabricação. |
| 3. We are in a position to offer you the best terms. | Estamos no caso de offerecer-lhe as melhores condições. |
| 4. You are very late, my friend. | Vm. ^{ca} vem muito tarde, meu amigo. |
| 5. The shipper would not let us know the shipping-charges. | O carregador não quiz fazer-nos saber as despesas de embarque. |
| 6. How much did he gain on that purchase? | Quanto ganhou n'aquella compra? |
| 7. We are sorry we cannot accept your offer. | Sentimos não poder annuir a sua offerta. |
| 8. Please tell me when Mr. Bragas will be back. | É favor dizer-me quando o Snr. Bragas estará de volta. |
| 9. I shall be back by one o'clock. | Estarei de volta á uma hora. |
| 10. We shall do all in our power to assist you. | Faremos quanto estiver em nosso alcance para ajudar-lhes. |
| 11. The steamer departed (<i>or</i> left) last night. | O vapor largou anoite. |
| 12. What do you think of this style? | Que pensa d'esta classe? Que lhe parece este genero? |
| 13. I think the quality is rather inferior. | Acho que a qualidade é um pouco inferior. |
| 14. What is the matter? | De que se trata? Que é isso? |
| 15. They do a large hardware business. | Fazem grandes negocios em quinquilharia (<i>or</i> ferragens). |
| 16. The goods ought to have been forwarded sooner. | As mercadorias deviam ter sido expeditas mais cedo. |

- | | |
|---|--|
| 17. We beg you to send on to him the enclosed letter. | Rogamos-lhes que lhe façam chegar a carta inclusa. |
| 18. This house enjoys a good reputation. | Esta casa goza de boa reputação. |
| 19. This article is not in request. | Este artigo não está em voga. |
| 20. We wish to push the sale of wines. | Desejamos promover a venda dos vinhos. |

9. Application for Post as Clerk.

LISBOA, 6 de Junho de 19..

ILL.^{MOS} SENHORES PIERRE BERNARD & CIE,
Paris.

Ill.^{MOS} Senhores,

Pelo Snr. Silva me consta que¹ V. S.^{as} carecem de² um caixeiro³ no seu escriptorio⁴ que lhes faça⁵ a sua correspondencia franceza e portugueza; tomo pois a liberdade de lhes offerecer o meu prestimo,⁶ ficando convencido⁷ de que V. S.^{as} encontrarão em mim as habilitações necessarias para o fim⁸ que desejam.

Conheço perfeitamente⁹ os negocios commerciaes depois da larga practica que tenho tido no escriptorio¹⁰ da casa de Pedro Morães e Ca. d'esta praça, e se V. S.^{as} quizessem ter a bondade de admittir-me na sua casa,¹¹ posso asseverar-lhes que encontrarião em mim, além da¹² mais constante fidelidade, um vivo empenho de merecer¹³ sempre a sua benevola confiança.

Prompto a fornecer-lhes quaesquer informações¹⁴ que puderem necessitar a meu respeito,¹⁵ espero que V. S.^{as} tenham

1. *Me consta que*, I am aware that, I hear that. 2. *V. S.^{as} carecem de*, you are in want of. 3. *Um caixeiro*, a clerk, a cashier. 4. *Escriptorio*, office. 5. *Que lhes faça*, to undertake. 6. *O meu prestimo*, my services. 7. *Convencido*, convinced, satisfied. 8. *As habilitações necessarias para o fim*, the necessary qualifications for the post. 9. *Conheço perfeitamente*, I am thoroughly conversant with. 10. *Escriptorio*, office. 11. *Admittir-me na sua casa*, employ me in your house. 12. *Além da*, besides the. 13. *Um vivo empenho de merecer*, a great (lively) endeavour to deserve (or merit). 14. *Prompto a fornecer-lhes quaesquer informações*, ready (or willing) to furnish you with any information. 15. *A meu respeito*, regarding me.

a fineza de me honrarem com uma resposta em que me façam saber¹⁶ a sua decisão.

Sou com a maior consideração,

De V. S.^{as},

Att.^o Ven.^{dor} e Cr.^{do},

CARLOS PINTO.

16. *Em que me façam saber*, letting me know, advising me of.

10. Letter of Condolence.¹

MANCHESTER, 8th December, 19..

MESSRS. JOÃO CHAGAS E CO.,
Bahia.

Dear Sirs,

It was with sincere regret that we learned of² the sudden death³ of your esteemed partner,⁴ and our very good friend, Senhor Paulo Chagas, and we hasten to express to you our deepest sympathy⁵ in the great loss you have sustained.⁶ The deceased gentleman⁷ enjoyed the esteem of all who had the pleasure of coming into contact with him,⁸ and his cheerful personality⁹ and benevolent disposition will be greatly missed.¹⁰

We observe from your circular apprising us of¹¹ the death of Mr. Chagas, that this unfortunate event¹² will not alter in any way¹³ the conduct of the business¹⁴ of your esteemed firm.

We remain, dear Sirs,

Yours faithfully,

JAMES BARKER & SONS.

1. Letter of condolence, *carta de pezame*. 2. It was with sincere regret that, *foi bem a nosso pezar que*. 3. We learned of, *temos ouvido de, temos recebido a noticia de*. 4. Sudden death, *a repentina morte*. 5. Partner, *socio*. 6. We hasten to express to you our deepest sympathy, *apressamo-nos a expressar-lhes o nosso mais profundo sentimento*. 7. The great loss you have sustained, *a grande perda que tiveram*. 8. The deceased gentleman, *o fallecido*. 9. All who had the pleasure of coming into contact with him, *todos aquelles que tiveram o prazer de ter relações (or de tratar) com elle*. 10. His cheerful personality, *a sua alegre personalidade (o seu bom humor)*. 11. Will be greatly missed, *far.º muita falta*. 12. Apprising us of the death, *que nos levou (or trouxe) a noticia (or que nos informou) do fallecimento*. 13. This unfortunate event, *este desgraçado (or desafortunado) acontecimento*. 14. Will not alter in any way, *não alterará de nenhum modo*. 15. The conduct of the business, *a marcha dos negocios*.

11. Offers or Proposals.

PARIS, 20 de Maio de 19..

ILL.^{MOS} SNRS. BRAGA FREITAS E CA.,
Lisboa.

Senhores e Amigos,

Devemos ao nosso amigo¹ o Snr. João Chagas o seu endereço,² e tomamos a liberdade de escrever-lhes a presente, para lhes offerecermos os nossos serviços n'esta, caso que V. S.^{as} tenham interesse³ nos artigos d'esta procedencia.⁴ Por este mesmo correio, em separado,⁵ permittimo-nos⁶ mandar-lhes um mostruario⁷ de nossas classes especiaes e nossas ultimas novidades,⁸ e confiamos em que V. S.^{as} acharão alguns tecidos⁹ que lhes convenham¹⁰ para assim puderem¹¹ favorecer-nos com as suas prezadas encomendas.¹²

Sob os Nos.¹³ 6325/28 mandamos-lhes algumas qualidades muito boas de Cassa bordada,¹⁴ e como estas fazendas acham-se em existencia,¹⁵ julgamos que este é um ensejo excellente¹⁶ para V. S.^{as} de fazerem um ensaio¹⁷ de nossos artigos, e ficamos certos de que V. S.^{as} estarião muito satisfeitos do resultado da sua compra.¹⁸

Todos os preços e detalhes estão marcados sobre as amostras e V. S.^{as} muito nos obsequiarão¹⁹ utilizando-se do nosso prestimo,²⁰ na certeza da pontualidade que poremos na execução²¹ de suas ordens.

Com a mais sincera estima subscrevemo-nos,

De V. S.^{as},

Amigos e Crds. Obgds.

CARLOS GOMEZ E C.

1. *Devemos ao nosso amigo*, we owe (or are indebted) to our friend. 2. *O seu endereço*, (for) your address. 3. *Caso que V. S.^{as} tenham interesse*, in case you may be interested. 4. *Nos artigos d'esta procedencia*, in the articles from this place (or origin). 5. *Em separado*, under separate cover. 6. *Permittimo-nos*, we permit ourselves, we take the liberty, we beg to. 7. *Um mostruario*, a set of samples. 8. *Nossas ultimas (or mais altas) novidades*, our latest novelties. 9. *Confiamos em que V. S.^{as} acharão alguns tecidos*, we trust you will find some cloths (or textiles). 10. *Que lhes convenham*, which may suit you. 11. *Para assim puderem*, so as to be able. 12. *Prezadas encomendas*, esteemed orders. 13. *Sob os Nos. . . .*, under Nos. . . . 14. *Cassa bordada*, embroidered muslin. 15. *Acham-se em existencia*, are in stock. 16. *Julgamos que este é um ensejo excelente*, we think this is an excellent opportunity. 17. *Um ensaio*, a trial. 18. *Compra*, purchase. 19. *V. S.^{as} muito nos obsequiarão*, you will oblige us very much (by). 20. *Utilizando-se do nosso prestimo*, by making use of our services. 21. *Na certeza da pontualidade que poremos na execução*, in the certainty of the punctuality that we shall put in the execution; being assured that we shall use every care in the execution.

LESSON V.

Conversational Exercise.

- | | |
|---|--|
| 1. He sent the parcel carriage paid. | Mandou o pacote franco de porte (<i>or</i> porte pago). |
| 2. Ten packages remain in stock. | Dez volumes ficam em ser. |
| 3. He is missed by everybody. | Todos sentem a sua falta. |
| 4. Many pieces are missing. | Faltam muitas peças. |
| 5. We are pleased to enter into relations with you. | Folgamos de enceter relações com Vm. ^{çs} . |
| 6. These pieces are in plain colour. | Estas peças são de côr lisa. |
| 7. There are only ten bales left. | Sómente ficam dez fardos. |
| 8. He is so busy that he has not a minute to spare. | Elle está tão occupado que não pôde dispensar um minuto. |
| 9. We are sending the cases as soon as possible. | Mandamos as caixas o mais de pressa possível. |
| 10. We are far from wishing that. | Estamos lonjes de desejar isso. |
| 11. They meet their engagements. | Satisfazem os seus compromissos. |
| 12. I am pushing the delivery. | Activo a entrega. |
| 13. This line is a bargain. | Esta verba é uma boa compra (<i>or</i> uma pechincha). |
| 14. Our client prefers the colours red, blue, black, and green. | O nosso freguez prefere as côres roxo, azul, preto, e verde. |
| 15. Does he not like yellow, pink, brown and white? | Não gosta de amarello, rosa, moreno e branco? |
| 16. We have no intercourse with that country. | Nós nada fazemos com esse paiz. |
| 17. We have established friendly intercourse with them. | Temos estabelecido relações de amizade com elles. |

18. This is no good. Isto não presta.
 19. We are in a position to quote you the lowest prices. Podemos cotar-lhes os preços mais chegados.
 20. Kindly send the enclosed on to its destination. Queira fazer chegar a inclusa ao seu destino.

12. Letter Asking Information.

PARIS, 23 de Junho de 19..

ILL.^{mos} SENHORES JOSÉ FERREIRA E CA.,
 Lisboa.

Senhores e Amigos,

Ficar-lhes-hiamos muito obrigados,¹ se Vm.^{cês} tivessem a bondade de nos darem algumas informações² sobre a casa mencionada no papel incluso. A casa indicada³ nos escreveu offerecendo-se a entrar em relações⁴ com nós, e como se trata de fazer⁵ um negocio bastante avultado⁶ desejaríamos saber as circumstancias em que se acha.⁷ Queiram pois avisar-nos⁸ o credito que esta casa merece,⁹ e escusado é dizer-lhes¹⁰ que podem contar com a nossa discrição¹¹ n'este sentido.¹²

Estamos persuadidos de que Vm.^{cês} cumprirão o nosso desejo¹³ e agradecemos-lhes de antemão¹⁴ as informações que terão a bondade de fornecer-nos.¹⁵

Sirvam-se dispôr de nossos serviços¹⁶ em casos semelhantes com toda a franqueza,¹⁷ e recebam a segurança da maior estima e apreço de estes,

Seus Ven.^{res} e Crds. Ob.^{gds},

DENTELLE & Co.

1. Ficar-lhes-hiamos muito obrigados, we should be much obliged. 2. Nos darem algumas informações, to give us some information. 3. A casa indicada, the house in question (or mentioned). 4. Offerecendo-se a entrar em relações, offering to enter into relations. 5. Se trata de fazer, it is a question of doing. 6. Bastante avultado, rather large (or extensive). 7. As circumstancias em que se acha, how they are circumstanced (or situated); what their standing is. 8. Queiram pois avisar-nos, kindly, therefore, let us know. 9. O credito que esta casa merece, the credit which this house is worthy of (or merits). 10. Escusado é dizer-lhes, needless to say. 11. Podem contar com a nossa discrição, you may rely upon our discretion. 12. N'este sentido, in this connection, in this matter. 13. Estamos persuadidos de que Vm.^{cês} cumprirão o nosso desejo, we are convinced (we feel sure) that you will meet our wish. 14. Agradecemos-lhes de antemão, we thank you in anticipation for. 15. Fornecer-nos, supply us with. 16. Sirvam-se dispôr de nossos serviços, kindly make use of our services. 17. Com toda a franqueza, quite freely.

13. Accepting Offer to do Business.

LEEDS, 16th May, 19..

MESSRS. VICENTE BRAGA E CA.,
Lisboa.

Dear Sirs,

We duly received your favour of the 7th inst., and thank you for your esteemed offer¹ to do business² with us.

We are very willing³ to enter into business relations⁴ with your good selves,⁵ and to do all in our power⁶ to assist you.⁷ In accordance with your request,⁸ we have already opened a blank credit for you of⁹ £5,000, as we are sure¹⁰ that you will always reimburse us¹¹ on the stipulated dates.¹² Our terms are as follows:—¹³

1. For payments and sums collected here,¹⁴ $\frac{1}{4}$ per cent.; in other places,¹⁵ $\frac{1}{2}$ per cent. commission.

2. Interest *pro* and *contra*¹⁶ to be reckoned at¹⁷ 5 per cent. per annum.¹⁸

3. We shall reimburse ourselves¹⁹ for our advances²⁰ in bills at one month date²¹ from the day²² of payment.

4. Postages and brokerage to be charged to²³ your good selves.

5. The accounts will be closed²⁴ every six months.

Should you find the above-mentioned terms convenient,²⁵ kindly let us know²⁶ by return of post.

Meanwhile,²⁷ awaiting your reply,²⁸ we remain, dear Sirs,
Yours truly,

WILSON BOND & SONS.

1. Offer, *oferecimento*. 2. To do business, *de fazerem negocios*. 3. We are . . . willing, *estamos promptos*. 4. To enter into business relations, *a encetar relações commerciaes*. 5. Your good selves, *V. S.as*. 6. To do all in our power, *fazer tudo da nossa parte*. 7. To assist you, *para os au auxiliar*. 8. In accordance with your request, *conforme o seu desejo*. 9. We have already opened a blank credit for you of, *desde já lhes abrimos um credito em branco de*. 10. As we are sure, *ficando certos*. 11. You will always reimburse us, *sempre nos reembolsarão*. 12. On the stipulated dates, *nas epochas estipuladas*. 13. Our terms are as follows, *as nossas condições são as seguintes*. 14. For payments and sums collected here, *por pagamentos e importancias cobradas n'esta praça*. 15. Places, *praças*. 16. Interest *pro* and *contra*, *juros reciprocos*. 17. To be reckoned at, *calculam-se a*. 18. Per annum, *no anno*. 19. We shall reimburse ourselves, *nos reembolsaremos*. 20. Advances, *adiantamentos*. 21. Bills at one month date, *saques a um mez data*. 22. From the day, *a contar do dia*. 23. Postage and brokerage to be charged to, *portes e corretagem vão por conta de*. 24. The accounts will be closed, *as contas fechar-se-hão*. 25. Should you find the above-mentioned terms suitable, *se as condições acima expostas convirem*. 26. Kindly let us know, *queiram ter a bondade de no-lo avisar*. 27. Meanwhile, *entretanto*. 28. Awaiting your reply, *na expectativa de sua resposta*.

14. Letter Enclosing Order.

PARÁ. 27 de Março de 19..

SNRES. JAMES KING & SONS,
Manchester.

Amigos e Snrs.,

Confirmo minha carta de Janeiro 27, sem nenhuma de Vm.^{ces} a responder.¹Junto² um pedido que farão executar³ como de costume,⁴ mandando-o consignar⁵ em Liverpool, sem seguro marítimo,⁶ aos Snrs. Langstaff, E. & P., meus embarcadores⁷ naquella porto.⁸Saudando-os, repito-me,⁹De Vm.^{ces},Am.^o Obr.^o,

JERONYMO CARDOSO FERREIRA.

1. *Sem nenhuma de Vm.^{ces} a responder*, without any of your (letters) to reply to. 2. *Junto*, I enclose. 3. *Farão executar*, you will have executed. Note that the English expression "to have a thing made or done" is rendered in Portuguese by *fazer* or *mandar*, followed by the Infinitive of the second verb, thus: to have made, *fazer* (or *mandar*) *fazer*; to have executed, *fazer executar*. 4. *Como de costume*, as usual. 5. *Mandando-o consignar*, having it consigned. 6. *Seguro marítimo*, marine insurance. 7. *Embarcadores*, shippers. 8. *Naquelle* (or *n'aquelle*) *porto*, in that port. 9. *Saudando-os, repito-me*, saluting you, I repeat myself; change to; with compliments, I remain, etc.

Order Form.

VAPOR "AUGUSTINE."

No. 228.

Encommenda¹ aos Snrs. James King & Sons.......... sob as condições seguintes:²*Expedição*³ e seguro marítimo é feito por mim nesta praça.*Facturas* escriptas sómente de um lado do papel,⁴ com clareza e sem borrões⁵

1. *Encommenda*, order. 2. *Sob as condições seguintes*, on the following terms. Observe that *sob*, which means "on" or "upon" is rarely found but in compound words, as: *sobpena*, under penalty, *sobcolor*, under pretext, etc. It is also found, however, in certain fixed expressions, such as: *sob a firma de*, under the name of; *sob o No. . . .*, under No. . . . 3. *Expedição*, expedition, despatch, shipment. 4. *Sómente de um lado do papel*, on one side of the paper only. 5. *Com clareza e sem borrões*, clearly and without blots (or erasures).

*Pagamento em cambiaes*⁶ sobre Londres, Pariz, Berlim, e New York

Lenços brancos:⁷

500 dz ^s	18 $\frac{3}{4}$	a	18 $\frac{1}{2}$
300	„	14 $\frac{1}{2}$	a 15 $\frac{1}{2}$
200	„	18	a 18 $\frac{1}{2}$

Lenços crèmes Japoneses:⁸

50	„	No. 128
50	„	„ 130

PARÁ, 27 de Março de 19..

JERONYMO CARDOSA FERREIRA.

6. *Pagamento em cambiaes*, payment in bills of exchange (singular: *cambial*). 7. *Lenços brancos*, white handkerchiefs. 8. *Lenços crèmes Japoneses*, Japanese cream handkerchiefs.

LESSON VI.

Conversational Exercise.

- | | |
|--|--|
| 1. They will do their best in your interests. | Farão como melhor entenderem a bem de seus interesses. |
| 2. I do not like this stock as it is. | Não gosto d'esta existencia tal qual. |
| 3. Our principal trade consists of the purchase and sale of hides | O nosso principal commercio consiste na compra e venda de couros. |
| 4. This is our busy season. | É a epocha em que estamos mais occupados. |
| 5. There is no great risk. | Não se corre grande perigo. |
| 6. We shall carry out your instructions. | Cumpriremos pontualmente com as suas instrucções. |
| 7. We always buy for cash. | Compramos sempre a dinheiro de contado. |
| 8. Kindly pack the goods in cases. | Queiram encaixotar as fazendas. |
| 9. What does the packing in cases cost ? | Quanto custa o encaixotamento ? |
| 10. It does not pay me. | Isso não me faz conta. |
| 11. They do not come up to our expectations. | Não correspondem ás nossas esperanças. |
| 12. We have entered these two lines. | Temos registado estas duas verbas. |
| 13. We make this offer without engagement. | Fazemos esta offerta sem compromisso. Fazemos esta offerta sem empenho (<i>or</i> obrigação). |
| 14. I do not wish to sell at a loss. | Não desejo vender com perda (<i>or</i> com prejuizo). |
| 15. We are engaged in stock-exchange business. | Dedicamo-nos a operações de cambio. |
| 16. I hope my prices will induce you to give me the preference in your orders. | Espero que os meus preços o levarão a dar-me a preferencia nas suas orders. |

- | | |
|--|---|
| 17. Our traveller is about to leave. | O nosso caixeiro-viajante está a ponto (<i>or</i> em vespertas) de sair. |
| 18. The travelling expenses are very large. | As despesas de viagem são muito grandes. |
| 19. They will do business under the style of X & Co. | Girarão debaixo da firma de X & Co. |
| 20. Kindly report to us on this order. | Queiram dizer-nos o que fôr occorrendo com esta encomenda. |

15. Letter of Introduction.

LIVERPOOL, 2nd November, 19..

MESSRS. JOÃO MAGALHAES E CA.,
Lisbon.

Dear Sirs,

This is to introduce to you¹ Mr. W. A. Silva Mattos, who is returning home² to Rio de Janeiro. His father is a partner³ of the firm of Ferreira, Mattos e Ca., of Rio de Janeiro, who have been friends of ours⁴ for very many years.⁵ Mr. Mattos carries sufficient money to take him through to⁶ Rio under normal conditions, but should he for any reason whatever⁷ find it necessary to remain⁸ in Lisbon more than a few days, he may be short of money,⁹ in which case you might supply him with¹⁰ any reasonable sums he may require.¹¹ By reasonable sums we mean¹² enough to pay his hotel bills¹³ and any small incidental expenses.¹⁴

1. This is to introduce to you, *o portador da presente será* (*or recomendamos a sua atenção especial ao portador d'esta*). 2. Who is returning home, *de volta para casa* (*or que volta para o seu paiz*). 3. Is a partner of, *é socio de*. 4. Who have been friends of ours, *que são nossos amigos*. 5. For very many years, *desde ha multissimos annos*. 6. To take him through to Rio, *para levá-lo directamente ao Rio*. 7. Should he for any reason whatever, *se por qualquer razão que seja*. 8. Find it necessary to remain, *julgasse necessario ficar*. 9. He may be short of money, *poderá ter precisão de dinheiro*. 10. You might supply him with, *pedimos a Vm.^{cs} que lhe forneçam*. 11. He may require, *que pudesse necessitar*. 12. We mean, *queremos dizer*. 13. Hotel bills, *as contas de hotel*. 14. Incidental expenses, *despesas extraordinarias*.

If you can help him to obtain his passage¹⁵ to Rio, you would do us a great favour,¹⁶ as he is naturally not used to making¹⁷ such long voyages alone.¹⁸

Thanking you in anticipation,¹⁹ and trusting to be able to repay this service,²⁰

We remain, dear Sirs,

Yours faithfully,

BECKETT, BEARD & Co.

15. Help him to obtain his passage, *ajudal-o a obter a sua passagem*. 16. You would do us a great favour, *far-nos-hião um grande favor*; *ficar-lhes-hiamos muito agradecidos*. 17. He is not used to making, *não e acostumado a fazer*. 18. Alone, *só*. 19. Thanking you in anticipation, *agradecendo-lhes de antemão*. 20. To repay this service, *retribuir-lhes este serviço*.

16. Consignment of Wool.

LONDRES, 24 de Junho, 19..

ILL.^{MOS} SNRS. BRAGA, BARBOSA E CA.,
Lisboa.

Am.^{OS} e Snres,

Nos referimos a nossa ultima de 16 do corrente, e agora temos o prazer de lhes avisar que a bordo do vapor¹ "Minster," capitão James Black, carregamos² por nossa conta 100 fardos de lã escosseza,³ cujo seguro provisório⁴ de £3,000 terão V. S.^{as} a fineza de executar. Logo que se tiver effectuado⁵ o embarque d'esta lã, remetter-lhes-hemos o conhecimento e a factura, assim como⁶ nossa especificação⁷ do valor de cada volume para a insertação na apólice.⁸

Esperamos que esta remessa⁹ terá uma bôa sahida,¹⁰ para assim nos animar a continuarmos¹¹ as nossas operações n'este artigo.

Ficar-lhes-hiamos muito agradecidos se tivessem a bondade

1. *A bordo do vapor*, on board the steamer. 2. *Carregamos*, we are shipping. 3. *Lã escosseza*, Scotch wool. 4. *Seguro provisório*, provisional insurance. 5. *Logo que se tiver effectuado*, as soon as . . . is effected. 6. *Assim como*, as well as. 7. *Especificação*, specification, note, list, statement. 8. *Insertação na apólice*, insertion in the policy. 9. *Remessa*, remittance, shipment. 10. *Terá uma bôa sahida*, will have a ready sale. 11. *Nos animar a continuar*, encourage us to continue.

de participar-nos na volta do correio¹² a sua opinião em quanto a esta remessa, assim como os preços presentes¹³ d'essa praça.

Sem mais por hoje, ficamos ás suas ordens e somos com estima e consideração,

De V. S.^{as},

Amigos Vr.^{es} e Cr.^{os},

PETER JAMESON & Co., LTD.

12. Na volta do correio, by return of post. 13. Os preços presentes, the present prices, the prices ruling.

17. Order to Purchase Goods.

Oporto, 27th July, 19..

MESSRS. FANCOURT & SONS,
London.

Dear Sirs,

We are in receipt of¹ your favour of the 16th inst., and in reply we beg you to purchase for us,² and ship to us by the first steamer,³ the goods mentioned at foot of the present.⁴ Please insure them against all risks⁵ for the amount of⁶ your invoice, plus⁷ 15 per cent. for imaginary profit.⁸ For your reimbursement,⁹ you will kindly draw on us¹⁰ through¹¹ the B..... & T..... Bank, at sight,¹² with which Bank we have arranged that¹³ your draft on us, with documents attached,¹⁴ shall be accepted as cash,¹⁵ discount and premium¹⁶ being placed to our account.

Yours faithfully,

GREGORIO OSMA E FILHOS.

1. We are in receipt of, *estamos de posse de* . . . 2. We beg you to purchase for us, *rogamos-lhes comprem por nossa conta*. 3. The first steamer, *o primeiro vapor*. 4. At foot of the present, *abaixo d'esta*. 5. Insure them against all risks, *segural-as contra todos riscos*. 6. For the amount of, *pela importância de*. 7. Plus, *mais*. 8. Imaginary profit, *lucro* (or *benefício*) *imaginário*. 9. For your reimbursement, *para reembolsar-se* (or *para o seu reembolso*). 10. Kindly draw on us, *queiram sacar sobre nós*. 11. Through, *por mediação de*. 12. At sight, *a vista*. 13. We have arranged that, *temos combinado* (or *tomado disposições*) *que*. 14. Attached, *juntos* (or *anexos*). 15. Shall be accepted as cash, *aceitar-se-ha como dinheiro de contado*. 16. Discount and premium, *o desconto e o prémio*.

18. Complaint on Faulty Goods.

RIO DE JANEIRO, 22 de Junho de 19..

ILL.^{mos} SNRS. FERREIRA COSTA E CA.,

N'esta.¹

Amigos e Snrs.,

Com a presente vimos communicar-lhes² que, ao abrir³ hoje a caixa 193 de fantasia bordada,⁴ que compramos de V. S.^{as}, verificamos que⁵ a fazenda está todad'efeituosa; e para constatar a nossa reclamação,⁶ juntamos um pedaço⁷ que cortamos de uma das peças.

Assim, para ficarmos com⁸ essa mercadoria, precisamos que V. S.^{as} nos façam uma bonificação,⁹ pelo menos, de 5 por cento sobre o valor da factura,

Sem outro motivo nos firmamos com estima

De V. S.^{as}

Amigos Attos. e Obros,

JOAQUIM MENDES E CA.

1. *N'esta*, in this place (or town), here, city. 2. *Vimos communicar-lhes*, we come (i.e., we beg) to communicate to you. 3. *Ao abrir*, on opening. Note that the Preposition "on" before a Present Participle or Gerund in English, is rendered in Portuguese by *ao* followed by the Infinitive. 4. *Fantasia bordada*, embroidered fancies. 5. *Verificamos que*, we verify (or find) that. 6. *Para constatar a nossa reclamação*, to substantiate our claim. 7. *Um pedaço*, a piece, a bit. 8. *Ficarmos com*, to retain, to keep. 9. *Uma bonificação*, an allowance.

LESSON VII.

Conversational Exercise.

- | | |
|---|---|
| 1. Our customer requires prompt delivery; so there is not a moment to lose. | O nosso freguez exige prompta entrega; assim não ha um instante a perder. |
| 2. He is looked upon as an honest man. | É olhado como homem de bem. |
| 3. We rely on you, therefore, to manage to cancel the contract. | Contamos portanto que os amigos consigam annullar o contracto. |
| 4. The book-keeper has made up the account. | O guarda-livros tem fechado a conta. |
| 5. We are studying single and double entry book-keeping. | Estudamos a escripturação por partidas simples e por partidas dobradas. |
| 6. He wants an open credit of £1,000. | Deseja um credito em descoberto de £1,000. |
| 7. We leave that to your choice. | Deixamos isso á sua escolha. |
| 8. Will you leave that to us (or our judgment) ? | V. S. ^a quer deixar isto ao nosso juizo ? |
| 9. We are sparing no effort to merit your confidence. | Não poupamos esforços no sentido de corresponder a sua confiança. |
| 10. We hope you have arranged for the shipment of these goods. | Esperamos que V. S. ^{as} tenham providenciado para o embarque d'esta fazenda. |
| 11. They fulfil their engagements punctually. | Cumprem pontualmente com os seus compromissos. |
| 12. The late improvements have greatly increased the value of his estate. | Os ultimos aperfeiçoamentos acrescentam muito valor aos seus bens. |
| 13. My acquaintance with the market enables me to execute any order which my clients care to entrust to me. | Os meus conhecimentos da praça collocam-me no estado de executar qualquer ordem com que os meus committentes me queiram honrar. |

- | | |
|--|--|
| 14. We apologize for the mistake. | Pedimos desculpa pelo erro. |
| 15. We are anxious to receive the silk ribbons. | Temos empenho em receber as fitas de seda. |
| 16. We offer you this into the bargain. | Offerecemos-lhes isto ainda por cima (<i>or</i> de mais). |
| 17. A bargain is a bargain. | O dito dito. O que está feito está feito. |
| 18. This cloth feels soft. | Este panno é brando ao tacto. |
| 19. He has a very good connection in that market. | Tem uma bôa freguezia n'aquella praça. |
| 20. There is scarcely any demand. | A procura é quasi nulla. |
| 21. The dyes do not fade when washed. | As tinturarias não desbotam ao lavar. |
| 22. We shall keep to these terms. | Cingir-nos-hemos a estas condições. |
| 23. We have to call your kind attention to this point. | Cumpre-nos chamar a sua benevola attenção para este ponto. |
| 24. We want bookfold. | Desejamos a dobra em livro. |
| 25. Do you prefer dressfold or longfold? | Vmcê não prefere a dobra enfiada (<i>or</i> dobra franceza) ou dobra de toda a largura? |

19. Acknowledging Receipt of Goods.

PORTO ALEGRE, 15 de Junho de 19..

SENHORES PIERRE DUBOIS & CIE,
Pariz.

Am.^{os} e Snrs.,

Estamos de posse da¹ sua estimada carta de 18 do mez ppdo., acompanhando² a factura de doze caixas de fazendas diversas,³ na importancia de⁴ Fr. 11,385—, que lançamos ao haver⁵ da sua conta.

1. *Estamos de posse da*, we are in receipt of the. 2. *Acompanhando*, enclosing. 3. *Diversas*, divers, various. 4. *Na importancia de*, to the amount of, amounting to. 5. *Lançamos ao haver*, we pass to the credit.

Agradam-nos⁶ todos os artigos, á excepção das fitas⁷ vindas⁸ na caixa N.^{ro} 54, cujas côres são um tanto⁹ desmerecidas,¹⁰ tendo nós pedido expressamente¹¹ que estas fitas fossem de côres fixas¹² e bem vivas;¹³ e por isso não podemos acceital-as, a não ser para¹⁴ vendel-as por sua conta.

Em 10 do corrente lhes enviámos encommenda de varios artigos, que pediamos nos remetterssem¹⁵ o mais de pressa possível,¹⁶ e com esta encommenda rogamos-lhes nos façam favor¹⁷ de mandar tambem 100 peças de fita de velludo preto,¹⁸ que por esquecimento¹⁹ não vieram na sua ultima remessa.

Esperando a prompta expedição²⁰ d'esta encommenda, na qual contamos com²¹ o seu maior zelo e attenção, confessamos-nos com toda a consideração e estima,

De Vm.^{cês} muitos att.^{os} veneradores.

MANOEL FERREIRA E FILHO.

6. *Agradam-nos*, we are pleased with. 7. *Á excepção das fitas*, with the exception of the ribbons. 8. *Vindas* (which) came. 9. *Um tanto*, somewhat, slightly. 10. *Desmerecidas*, faded, without colour. 11. *Expressamente*, especially. 12. *Côres fixas*, fast colours. 13. *Bem vivas*, very bright. 14. *A não ser para*, unless to. 15. *Pediamos nos remetterssem*, we asked you to send to us. 16. *O mais de pressa possível*, as soon as possible. 17. *Rogamos-lhes nos façam favor*, we beg you to do us the favour. 18. *Velludo preto*, black velvet. 19. *Por esquecimento*, by an oversight (or inadvertence). 20. *Expedição*, shipment. 21. *Na qual contamos com*, in which we rely upon.

20. Regarding Delivery of Order.

BIRMINGHAM, 5th January, 19..

MESSRS. CARLOS TEIXEIRA E C.,
Lisbon.

Dear Sirs,

We have your favour of the 2nd ultimo, *re order*¹ W/X.327, and have increased² this to 150 cases or 750 dozen in all.³

We do not know when we can give you delivery of any portion,⁴ as steel supplies have been cut off⁵ almost entirely for⁶ the last two months, and as you may know the steel-rollers

1. *Re order, quanto á encommenda* (or *pedido*). 2. Increased, *augmentado*. 3. . . . dozen in all, . . . *duzias ao tudo*. 4. Any portion, *alguma parte*. 5. Steel supplies have been cut off, *se têm cortado os supprimentos* (or *abastecimentos*) *d'aço*. 6. For, *durante, em*.

are out on strike⁷ in the Sheffield district. We are very anxious to give you⁸ some to go on with,⁹ and you may depend upon it that¹⁰ as soon as we have an opportunity¹¹ of putting the order in hand,¹² we will do so.¹³

Yours faithfully,

BENNET ROSS & Co.

7. The steel-rollers are out on strike, *os laminadores estão em greve*. 8. We are very anxious to give you, *desejamos vivamente dar-lhes*. 9. Some to go on with, *alguns para encher as primeiras necessidades*. 10. You may depend upon it that, *V. S.^{as} podem contar com que*. 11. As soon as we have an opportunity, *logo que tivermos uma oportunidade (ocasião or ensejo)*. 12. Of putting . . . in hand, *de por em mão (trabalho or execução)*. . . . 13. We will do so, *fá-lo-hemos*.

21. Sending Order for Various Goods.

BAHIA, 11 de Janeiro de 19..

SNRS. JOHN WILSON & SONS,
Manchester.

Am.^{os} e Snr.^s,

Confirmo minha ultima carta de 29 de Dezembro p.p.,¹ e não tenho favor de Vm.^{cês} a responder.

Encommenda. Envio-lhes uma ordem para 4 caixas de tecidos,² que peço executar³ com toda atenção e urgencia. Se fôr preciso⁴ esperar 6 mezes, queiram cancelar⁵ as ordens. Eu desejo comprar em boas condições⁶ e barato, pois não preciso de prazo⁷ de 6 mezes; posso-lhes pagar sem demora.⁸ Queiram informar-se da minha firma ao⁹ L. and B. Bank, e B. Bank of S.A., para melhor conhecimento¹⁰ de minha firma.

Com estima sou,

De Vm.^{cês},

Am.^o e Cr.^{do} Obr.^o,

JOAQUIM COSTA.

1. *p.p.*, abbreviation for *proximo passado*, last month, ultimo. 2. *Tecidos*, tissues, textiles, cloths. 3. *Peço executar*, I beg (you) to execute. 4. *Se fôr preciso*, if (it were) necessary. 5. *Cancelar*, to cancel. 6. *Em boas condições* on good terms. 7. *Não preciso de prazo*, I do not require any credit. 8. *Sem demora*, without delay. 9. *Informar-se da minha firma ao*, inform yourselves (inquire) about my firm through . . . 10. *Para melhor conhecimento*, for better knowledge, for further information.

22. Pushing Deliveries.

Accuso-me de posse¹ de seus estimados favores de 1, e 22 de Março p.p., de cujos dizeres fico sciente.²

O fim da presente³ é chamar sua atenção para as entregas das mercadorias que lhes tenho comprado e que estão muito atrasadas,⁴ por exemplo:⁵—

70 peças ⁶	24 pollegadas ⁷	60	jardas ⁸	Cassa branca. ⁹
30	"	"	40-50	" Fantasia ¹⁰ S.1126.
198	"	22	40	" Chitas. ¹¹

Peço-lhes pois toda urgencia n'estes sortimentos que já deviam¹² estar aqui na Bahia ha muito tempo.¹²

1. *Accuso-me de posse*, I am in receipt. 2. *De cujos dizeres fico sciente*, of whose observations I take note; of which I take note of the contents. 3. *O fim da presente*, the object of the present. 4. *Estão muito atrasadas*, are very late (or behindhand). 5. *Por exemplo*, for example. 6. *Peças*, pieces. 7. *Pollegadas*, inches. 8. *Jardas*, yards. 9. *Cassa branca*, white muslin. 10. *Fantasia*, fancies. 11. *Chitas*, chintzes, prints. 12. *Já deviam estar aqui . . . ha muito tempo*, ought already to have been here a long time; were due to arrive here a long time ago.

LESSON VIII.

Conversational Exercise.

- | | |
|---|---|
| 1. The dye of that silk comes off (runs). | Esta seda distingue. |
| 2. That cloth has a beautiful dye. | Esse panno é d'uma bella côr. |
| 3. Salary is no object. | Nao se faz questão do ordenado. |
| 4. This house will be solely engaged in home produce. | Esta casa occupar-se-ha exclusivamente de productos do paiz. |
| 5. This shipment has not come up to our expectation. | Esta remessa não tem correspondido á nossa esperança. |
| 6. We hope shortly to send you a shipment of dressed hides. | Dentro em pouco esperamos mandar-lhes uma remessa de couros curtidos. |
| 7. Kindly send us 200 bags of rice at your earliest convenience. | Queiram mandar-nos 200 saccas d'arroz na primeira occasião. |
| 8. To my great regret I had to do that. | Foi bem a meu pezar que tive de fazer isso. |
| 9. I had hard work to get it. | Bem me custou a alcançal-o. |
| 10. That has nothing to do with the quality. | Isso nada tem que ver com a qualidade. |
| 11. They were engaged in that enterprise (or concern). | Tinham-se empenhado n'essa empresa. |
| 12. We trust the weight will not exceed 54 grammes. | Esperamos que o peso não exceda de 54 grammas. |
| 13. He cancelled the order on account of your price being too high. | Annullou o pedido na razão por ser o seu preço demasiado elevado. |
| 14. We regret to have to tell you this. | Sentimos ter que lhes dizer isto. Custa-nos dizer-lhes isto. |

- | | |
|--|---|
| 15. Our traveller is on his way to your town. | O nosso caixeiro-viajante está em viagem para essa praça. |
| 16. We require fancy make-up (or dressing). | Precisamos o arranjo enfeitado. |
| 17. I count myself happy in having been able to please you. | Julgo-me feliz de os ter agradado. |
| 18. Please use our services freely. | Rogamos-lhes que disponham com toda franqueza dos nossos serviços. |
| 19. We hope to be able to reciprocate them. | Esperamos poder retribuil-os com outros eguaes. |
| 20. This article is very saleable. | Este artigo tem bôa sahida. |
| 21. They enjoy a ready sale. | Gozam de sahida immediata. |
| 22. He has made over to me the management of his house. | Me tem encarregado da direcção da sua casa. |
| 23. The house will continue on the old footing. | A casa continuará no seu antigo pé. |
| 24. You must not exceed this figure. | Vm. ^{çs} não devem ultrapassar esta cifra. |
| 25. Your prices are very low, but the quality leaves much to be desired. | Os seus preços são muito baixos, porém a qualidade deixa muito a desejar. |

23. Enclosing Sale-Note.

LEEDS, 17th January, 19..

MESSRS. HENRIQUE SOUZA E C.,
Rio de Janeiro.

Dear Sirs,

We duly received your favour of the 8th December, and have pleasure in enclosing herewith¹ sale-note corresponding² to the goods ordered by your good selves.³ Kindly accept

1. In enclosing herewith, *em acompanhar-lhes annexo*. 2. Sale-note corresponding, *conta de venda correspondente*. 3. Your good selves, *V. S.as*.

our best thanks⁴ for this order, the execution of which⁵ is having our most careful attention.⁶

As you will notice,⁷ the prices of the Coloured Nainsook⁸ have gone up⁹ considerably. There is also an increase¹⁰ in the Plain Sateens.¹¹ We have not hesitated in booking¹² your orders, as we see no prospects¹³ of cheaper prices for a very long time,¹⁴ and it is quite probable¹⁵ that prices may go higher still.¹⁶

We trust you will approve of what we have done,¹⁷ and meanwhile beg to remain, dear Sirs,¹⁸

Yours faithfully,

BARKER, SONS & DOBSON.

4. Our best thanks, *os nossos agradecimentos*. 5. The execution of which *cuja execução* (or *desempenho*). 6. Is having our most careful attention, *merece a nossa melhor* (or *mais cuidadosa*) *atenção*. 7. As you will notice, *conforme V. S.^{as} notarão*. 8. Coloured nainsook, *o nanzouck de côr*. 9. Have gone up, *têm subido*. 10. An increase, *um aumento* (or *acrescimo*). 11. Plain sateens, *setim liso*. 12. We have not hesitated in booking, *não temos hesitado* (or *receiado*) *em collocar* (or *registrar*). 13. We see no prospects, *não vemos perspectivas* (or *não temos esperanças*). 14. For a very long time, *por muitissimo tempo*. 15. It is quite probable, *é muito provavel* (or *até é provavel*). 16. May go higher still, *subam ainda mais*. 17. You will approve of what we have done, *aprovarão o nosso proceder*. 18. We beg to remain, dear Sirs. (Do not attempt to give a literal translation, but rather select one of the Portuguese letter-endings as given in previous examples, or on pages 9 and 10.)

24. Acknowledging Samples.

RIO DE JANEIRO, 27 de Agosto de 19..

SRS. H. GRANDSON & Co.,

Bradford.

Am.^{os} e Sr.^s,

Accuso em meu poder¹ seus estimados favores de 13 de Maio e 2 de Junho p. passado.

S/Debito £0 . 3 . 2, valor 4 Março 19..., pelo abatimento em fretes² durante o primeiro semestre³ do anno passado.

Amostras. Já recebi as que me enviaram, deixo porém de occupal-as⁴ agora fazendo⁵ alguma encomenda, porque

1. *Accuso em meu poder*, I beg to acknowledge receipt of. 2. *Abatimento em fretes*, rebate in freights. 3. *Semestre*, half-year. 4. *Deixo porém de occupal-as*, I refrain, however, from making use of them. (Note: *deixar* followed by *de* is generally equivalent to a negative, e.g., *Deixou de vir*, he did not come, he failed to come.) 5. *Fazendo*, making, in order to make.

além dos negocios terem diminuido⁶ ultimamente, a industria nacional tem invadido muito⁷ o mercado, de sorte que⁸ as fazendas estrangeiras estão deixando de ter⁹ a mesma procura¹⁰ de outros tempos.

Com estima sou,

De Vm.^{çs},

Am.^o e Cr.^o M.^{to} Obr.^o,

JOSÉ DA CUNHA.

6. *Além dos negocios terem diminuido*, besides business having fallen off.

7. *Tem invadido muito*, has invaded a great deal; has entered largely into.

8. *De sorte que*, so that. 9. *Estão deixando de ter*, are failing to have; are not enjoying. 10. *Procura*, demand, request, vogue.

25. Order to Buy Wool.

PARIS, 24th November, 19..

MESSRS. BEAR BROS. & Co.,
London.

Dear Sirs,

We have before us¹ the circulars of the London brokers, from which we find that² the last wool auction³ this year begins on⁴ the 7th of December, and that among the different sorts there will be⁵ some thousands of bales⁶ from New Zealand.⁷ We hope to buy cheap this time,⁸ and beg you to get our small order for about 150 bales executed⁹ through¹⁰ Messrs. Bond & Brown. These friends will recollect¹¹ what quality¹² they sent us last year. The wool must be as light as possible,¹³ long-stapled,¹⁴ and, of course,¹⁵ free from¹⁶ burs, the price about¹⁷ 1s. 6d., which is the highest we can go to.¹⁸

1. We have before us, *temos presentes*. 2. From which we find that, *segundo as quaes*. 3. Wool auction, *leilão de lã*. 4. Begins on, *começará*. 5. There will be, *se oferecerão*. 6. Some thousands of bales, *uns milheiros de ballas*. 7. New Zealand, *Nova Zelandia*. 8. We hope to buy cheap this time, *esperamos comprar* (or *conseguir*) *esta vez a bons preços*. 9. Beg you to get . . . about 150 . . . executed, *rogamos-lhes que façam comprar para nós uns 150 . . .* 10. Through, *por mediação de*. 11. Will recollect, *hão de lembrar-se*. 12. What quality, *qual foi a qualidade*. 13. The wool must be as light as possible, *a lã ha de ser da mais leve possível*. 14. Long-stapled, *de pello comprido*. 15. Of course, *naturalmente*. 16. Free from burs, *livre de bardanas* (or *nós*). Translate simply: *completamente limpa*. 17. The price about, *ao preço de . . .* 18. Which is the highest we can go to, *sendo este preço o mais elevado que pudermos pagar*.

When replying,¹⁹ you might kindly furnish us with some information with regard to²⁰ the present state of your woollen market.²¹

Relying on your zeal in the execution²² of our order,

We remain, dear Sirs,

Yours truly,

T. DUBOIS & CIE.

19. When replying, *ao respondermos, na sua resposta*. 20. With regard to, *respeito de*. 21. Your woollen market, *esse mercado de lã*. 22. Relying on your zeal in the execution, *contando com o seu zelo na execução*.

26. Asking for Invoice.

RIO DE JANEIRO, 29 de Maio de 19..

AOS SNR.^s H. CORTRIGHT & SONS,

Leeds.

Amigos e Senhores,

Caixa 506 pelo vapor "Camoens."

Rogamos o obsequio de nos remetterem, com toda a urgencia, factura commercial da caixa acima designada,¹ pois que até hoje não chegou ao nosso poder² e está-nos fazendo muita falta.³

Afim de prevenir estes extravios⁴ é de toda a conveniencia⁵ que sempre nos enviem 2^{as} vias claras⁶ pelo correio immediato ao da remessa⁷ dos originaes.

Ficamos com estima e apreço,

De V. S.^{as},

Amigos e Cr.^{dos} Obr.^{ds},

AFFONSO PEREIRA & CIA.

1. *Acima designada*, above-mentioned. 2. *Até hoje não chegou ao nosso poder*, has so far not reached us. 3. *Está-nos fazendo muita falta*, we are urgently in need of it. 4. *Afim de prevenir estes extravios*, in order to prevent these losses (or invoices going astray). 5. *É de toda a conveniencia*, it is very advisable. 6. *2^{as} (segundas) vias claras*, clear (or legible) second copies. 7. *Correio immediato ao da remessa*, by the post immediately after the sending.

LESSON IX.

Conversational Exercise.

- | | |
|---|--|
| 1. I am always informed of the very latest novelties. | Estou sempre ao facto das mais altas novidades. |
| 2. We leave the terms to you. | Deixamos ao seu juizo a indicação das condições. |
| 3. Kindly apply for information to Messrs. B. & Co. | Tenham a bondade de se informarem com os Snrs. B. & C. |
| 4. We wish to oblige you. | Queremos ser-lhes agradáveis. |
| 5. Let me know if the place is still vacant. | Queira avisar-me se o lugar ainda esteja de vago. |
| 6. Kindly supply him (with funds) up to the amount of £..... | Queiram fornecer-lhe até a importancia de £..... |
| 7. You will pay us by instalments, deducting your expenses. | Vm. ^{cs} pagar-nos-hão em ratas deduzindo as suas despesas. |
| 8. It affords us great pleasure to recommend to you Mr. T. | Para nos é de grande prazer recommendar-lhes o Sr. T. |
| 9. You may safely do business with them. | Pódem fazer negocios com elles sem perigo. |
| 10. He has made over the management of his house to his son. | Tem passado a seu filho a gerencia de sua casa. |
| 11. He is looking for new markets (of consumption) for the productions of his mill. | Vai procurando novos mercados de consumo para os productos da sua fabrica. |
| 12. Such a sudden revival of business could not have been anticipated | Não se podia prever uma tal repentina reanimação no negocio. |
| 13. The maker wishes to keep his hands (workmen) going. | Deseja o fabricante continuar a empregar os seus obreros. |

- | | |
|---|---|
| 14. It is fully expected that these goods will rise in price shortly. | É muito de crêr que estas fazendas subam brevemente de preço. |
| 15. He is desirous of doing business on a larger scale. | Quer fazer negocios em mais vasta escala. |
| 16. Please let us know the mode of your repayment. | Queriam fazer-nos saber o modo do seu reembolso. |
| 17. Send us a copy of the receipts. | Mandem-nos um exemplar dos recibos. |
| 18. I am quite at your service. | Estou ao seu dispôr. |
| 19. We had to make a compulsory sale. | Tivemos de fazer uma venda forçada. |
| 20. If you require me, let me know; do not stand on ceremony. | Se precisar de mim, mande-me prevenir; não faça cerimonia. |
| 21. You may depend entirely on me. | Póde descansar inteiramente em mim. |
| 22. We call your kind attention to the delay in deliveries. | Chamamos a sua benevola attenção para o atrazo em que se acham as entregas. |
| 23. Needless to repeat to you that I am at your disposal. | Excusado é repetir-lhe que estou á sua discrição. |
| 24. It is really not worth the trouble. | Isso verdadeiramente não vale a pena. |
| 25. Do not mention it. | Não ha de que. |

27. Regarding Shipment.

SANTOS, 20 de Setembro de 19..

SRS. F. HARKER & Co.,
Manchester,

Am.^{os} e Snr.^s,

Confirmando minha carta de 13 do corrente, accuso em meu poder seu estimado favor de 27 de Agosto p.p.

Embarques via Bordeaux. Não posso comprehender como é

que Vm.^{cês} dizem ter entendido¹ que eu queria meuse mbarques por vapor francez, quando eu não dei semelhante² ordem. Estou no commercio de fazendas ha 34 annos³ e nunca vi se embarcar fazendas⁴ inglezas em vapores francezes, com grande augmento de despesas para os carregadores⁵ e muita demora no recebimento⁶ das mesmas.

A Inglaterra, a rainha dos⁷ mares, não tem seus portos de Liverpool, Southampton, Londres, e muitos outros para expedir⁸ fazendas directamente⁹ e com mais presteza¹⁰ para o Brazil¹¹ que a França?

Como é que Vm.^{cês} commetteram tal erro¹² com meu prejuizo.¹³

S/Credito. £1 . 4 . 5., valor de 23 de Agosto p.p., importancia do desconto¹⁴ 4 $\frac{3}{4}$ por cento em 90 dias e sellos¹⁵ de minha remessa de £100.

Sendo quanto se me offerece¹⁶ comunicar-lhes, sou com estima,

De Vm.^{cês},

Am.^o e Cr.^o Ob.^o,

CARLOS MENDOZA.

1. *Dizem ter entendido*, say that you understood. 2. *Não dei semelhante*, I never gave such an. 3. *Eslou no commercio de fazendas ha . . . annos*, I have been . . . years in the goods trade. Observe the use of the Present Tense in Portuguese, because the action is still continuing at time of speaking. 4. *Vi se embarcar fazendas*, saw goods shipped. 5. *Carregadores*, shippers. 6. *Recebimento*, reception, receipt. 7. *A rainha dos mares*, queen of the seas. 8. *Expedir*, to forward, to despatch. The English verb "to expedite" is usually rendered in Portuguese by *acelerar* or *activar*. 9. *Directamente*, direct. The English word "directly" is usually rendered in Portuguese by *imediatamente* or *pontualmente*, or *logo*. 10. *Presteza*, celerity, quickness, readiness, speed. 11. *O Brazil*, Brazil. Note the Definite Article. 12. *Commetteram tal erro*, committed (or made) such a mistake. 13. *Com meu prejuizo*, to my prejudice, against me. 14. *Desconto*, discount. 15. *Sellos*, stamps. 16. *Sendo quanto se me offerece*, (this) being all that offers itself to me; i.e., without anything further.

28. Making Offers.

LIVERPOOL, 12th December, 19..

MESSRS. P. RUSSO E FILHOS,
Lisbon.

Dear Sirs,

We beg to acknowledge receipt of¹ your letter of the 5th inst., and we send you herewith, as per your request,² list³ of all

1. We beg to acknowledge receipt of, *accusamos a recepção de*; *accusamos recibida*. 2. As per your request, *segundo o seu desejo*. 3. List, *lista* (or *tabella*).

the goods pending for⁴ you, together with⁵ the approximate delivery dates.⁶ The last order we have received from your house we received⁷ in October, 19....

Sheeting. By post we send you, under separate cover,⁸ patterns of the stocks which we can offer you of this article in various widths. There is very little stock in the market to offer,⁹ and there is a very great demand for this article,¹⁰ so we think you had better reply¹¹ at once,¹² or even wire us¹³ if you wish to secure any of these lots.¹⁴

We also send you enclosed, under¹⁵ Nos. T.1563-5, three little stock lots¹⁶ of Muslin, Nainsook and Zephyr,¹⁷ which we offer you also subject to being unsold.¹⁸ All the details are marked¹⁹ on the patterns of these goods.

If there are any further²⁰ articles which are of interest to you,²¹ we shall be very pleased²² to send them.

Awaiting your good news,²³ we remain, dear Sirs,

Yours faithfully,

ROBERT H. ALSTON & Co.

4. Goods pending, *mercadorias pendentes*. 5. Together with, *junto com*. 6. Approximate delivery dates, *datas de entrega aproximadas*. 7. We received, *o recebemos*. Note that when the complement or object of a verb precedes that verb, it is usual in Portuguese to represent it by the Definite Article, e.g., This book I bought (it) in Paris, *este livro o comprei em Pariz*. 8. Under separate cover, *em separado* (or *separadamente*). 9. To offer, *para oferecer-lhes*. 10. There is a very great demand for this article, *ha uma procura muito grande por este artigo*. 11. You had better reply, *Vmcês farião bem em responder*. 12. At once, *em seguida, imediatamente*. 13. Or even wire us, *ou (ainda) telegraphar-nos*. 14. To secure any of these lots, *obter* (or *conseguir*) *algum d'estes lotes*. 15. Under Nos., *sob Nos*. 16. Stock lots, *lotes de existencia, saldos*. 17. Muslin, nainsook, and zephyr, *musselina, nanzouck e zephyros*. 18. Subject to being unsold, *sem compromisso; salvo vendido*. 19. All the details are marked, *todos os dados* (or *detalhes*) *estão marcados*. 20. If there are any further, *se houvesse mais*. 21. Which are of interest to you, *que sejam d'interesse para Vm.çs*. 22. We shall be very pleased, *folgaremos muito*. 23. Awaiting your good news, *aguardando as* (or *na expectativa das*) *suas boas novas* (or *gratas ordens*).

29. Urging Deliveries.

RIO DE JANEIRO, 14 de Setembro de 19..

ILL.^{MOS} SRS. GREGORY SMITH & Co.,

Leeds.

Amigos e Srs.,

Confirmando n/¹ carta de 14 do corrente, voltamos á sua

1. N/, abbreviation for *nossa*.

presença² para dizer-lhes que, tencionando o nosso Governo cobrar³ no proximo anno 55 por cento ouro em vez de 40 por cento como temos pago⁴ até ao presente⁵ nos direitos de importação,⁶ pedimos-lhes apertarem os fabricantes⁷ para entregarem⁸ todos os artigos comprados a V.S.^{as} ⁹ com tempo de serem embarcados até¹⁰ 30 de Novbr^o, para chegarem aqui na Alfandega¹¹ em 31 de Dezembro.

Contamos, pois, que V.S.^{as} se esforçarão¹² no sentido d'isso conseguirem,¹³ visto como esse augmento virá sobrecarregar¹⁴ os artigos de importação que já estão por preços muito altos.

E sem outro motivo somos com estima,

De V. S.^{as},

Amigos C.^{rs} Ob.^s,

JERONYMO CARNEIRO E C.

2. *Voltamos á sua presença*, we return to your presence, we again address you. 3. *Tencionando o nosso Governo cobrar*, our Government intending (or proposing) to charge (or levy). Note the position of the Present Participle in Portuguese. 4. *Temos pago*, we have paid. Note that *pago* is the Past Participle of *pagar*. 5. *Até ao presente*, up to the present. Observe that *até* is frequently followed by the Preposition *a*. 6. *Nos direitos de importação*, in the importation duties. 7. *Pedimos-lhes apertarem os fabricantes*, we beg you to press (or urge) the makers. 8. *Para entregarem*, to deliver. Observe the Personal Infinitive in this sentence, also in succeeding ones. 9. *Os artigos comprados a V. S.^{as}*, the articles bought from you. Note that *comprar* governs the Dative in Portuguese, not the Genitive. 10. *Com tempo de serem embarcados até*, in time to be shipped by. 11. *Na Alfandega*, in the Custom House. 12. *Contamos, pois, que V. S.^{as} se esforçarão*, we rely upon you, therefore, to use your efforts. 13. *No sentido d'isso conseguirem*, with a view to managing this. 14. *Visto como esse augmento virá sobrecarregar*, seeing that this increase will greatly enhance (or raise) the prices of:

LESSON X.

Conversational Exercise.

- | | |
|---|--|
| 1. You may be sure that we will do everything in our power. | Pódem estar certos que faremos tudo o que depender de nós. |
| 2. He will sell the business as it stands. | Venderá o negocio conforme se acha. |
| 3. You may draw on us for the amount of this invoice. | Vm. ^{çs} poderá osacar sobre nós pela importancia d'esta factura. |
| 4. In future we shall have to charge you with these expenses. | Não poderemos para o futuro deixar de debitar-lhes estas despezas. |
| 5. It cannot be helped. | Não tem remedio. Não ha remedio. |
| 6. He is making a pleasure-trip. | Faz uma viagem de recreio. |
| 7. We are anxious to meet your wishes. | Temos empenho em corresponder aos seus desejos. |
| 8. We enclose the profit and loss account. | Juntamos a conta de lucros e perdas. |
| 9. He wishes to give a greater impulse to the business of the house. | Deseja dar mais rapido andamento aos negocios da casa. |
| 10. We regret to have to tell you that we are unable to comply with your request. | Sentimos ter que lhes dizer que não podemos satisfazer o seu desejo. |
| 11. He sold the goods by auction. | Arrematou a fazenda em hasta publica. |
| 12. The letter went astray in the post. | A carta perdeu-se no correio. |
| 13. The cotton market is on the rise (advancing). | O mercado algodoeiro está em alta. |
| 14. I am rather in difficulties. | Acho-me um pouco embaraçado. |

- | | |
|--|---|
| 15. Prices have an upward tendency. | Os preços têm uma tendencia para a alta. |
| 16. We only buy for cash. | Só compramos a dinheiro de contado. |
| 17. Our business is increasing. | Os nossos negocios tomam incremento. |
| 18. The house is being wound up. | A casa entra em liquidação. |
| 19. It is my painful duty to inform you. | Resta-me o penoso dever de informar-lhe. |
| 20. We send this as a trial. | Mandamos isto em ensaio ;
(para experiencia; á prova;
a titulo de experiencia). |
| 21. That does not concern me. | Isso não me compete. |
| 22. I am giving you a great deal of trouble. | Dou-lhe demasiado incommodo. |
| 23. We will report by the next mail. | Pela proxima mala voltaremos á sua presença. |
| 24. We confirm our telegram of to-day reading: | Confirmamos o nosso telegramma de hoje, assim concebido: |
| 25. We had to sell them off cheap. | Tivemos de vendel-os com abatimento. |

30. Regarding Coffee Balance.

LONDON, 9th August, 19..

MESSRS. JOÃO MORÃES E C.,
Lisbon.

Dear Sirs,

We are in receipt of your letter of the 1st inst., and in reply we beg to say that¹ part of the shipment of produce² consisted of³ damaged Black Coffee⁴ which is unsaleable⁵ to consumers⁶ in this country. The same is in the hands of our Paris office to deal with.⁷

1. We beg to say that, *cumpre-nos dizer-lhes* (or *informar-lhes*) *que*. 2. Produce, *producto*. 3. Consisted of, *consistia de* (or *em*). 4. Damaged coffee, *café avariado* (*deteriorado* or *estragado*). 5. Unsaleable, *invendavel* (*não se pôde vender*). 6. Consumers, *os consumidores*. 7. To deal with, *tratar*; *occupar-se de* (translate: who will deal with it).

Under the circumstances⁸ which you yourselves can appreciate,⁹ it is at the moment impracticable¹⁰ to say when we can remit you the balance,¹¹ if any,¹² and what it will amount to.¹³

As soon as we are in a position to let you know,¹⁴ we shall, of course,¹⁵ at once¹⁶ communicate the same to you.¹⁷

Yours faithfully,

PARKER SMITH & Co.

8. Under the circumstances, *n'estas circunstancias*. 9. You yourselves can appreciate, *Vm.ªs mesmos podem apreciar*. 10. At the moment impracticable, *pelo (or ao) momento impracticavel (or impossivel)*. 11. The balance, *o saldo, o resto*. 12. If any, *se houvesse*. 13. What it will amount to, *a quanto montará*. 14. As soon as we are in a position to let you know, *logo que pudermos avisar-lh'o*. 15. Of course, *naturalmente, sem duvida*. 16. At once, *em seguida, imediatamente*. 17. We shall communicate the same to you, *communicar-lh'o-hemos*.

31. Regarding Delivery.

BAHIA, 9 de Fevereiro de 19..

SNR.^s WILLIAM GIBSON & Co., LTD.,

Londres.

Am.^{os} e Sn.^s,

Confirmo minha carta de 11 de Janeiro p.p., e accuso recibidos¹ seus estimados favores de 5 e 14 do mesmo, ficando sciente de seus dizeres.²

Tenho tambem em mãos³ sua nota de compra,⁴ que se refere a uma caixa de tecido branco e de côres⁵ 1,355. Queiram mencionar n'esta nota, e em todas as que tiverem de me remetter, a data da entrega approximadamente;⁶ isso é muito necessario para mim; não posso concordar⁷ que a data da entrega fique á vontade⁸ do fabricante.

Sem outros motivos por agora, sou com toda estima,

De Vm.^{cês},

Am.^o e Cr.^o Mto. Obr.^o,

FELICIANO DOS SANTOS.

1. *Accuso recibidos*, I acknowledge receipt of. Literally: I acknowledge (as) received). 2. *Ficando sciente de seus dizeres*, noting (or taking note of) your remarks. 3. *Tenho em mãos*, I have in hand. 4. *Nota de compra*, purchase note. 5. *Tecido branco e de côres*, white and coloured textile. 6. *A data de entrega approximadamente*, the approximate delivery date. 7. *Concordar*, to agree. 8. *Que . . . fique á vontade*, is at the will, i.e., should be left to.

32. Regarding Consignment.

PARIS, 21st May, 19..

MESSRS. J. GREGORY & Co.,
London.

Dear Sirs,

We confirm our last letter of the 10th inst., and now beg to reply to your esteemed favour of the 14th of the same month.

For your guidance¹ we may inform you that there still remain in stock² the 100 cases of beer³ of your consignment⁴ per ss. "Emerald," of which we are pushing the sale⁵ to the best of your interests,⁶ and hope to let you have the account-sales⁷ immediately. Meanwhile we are endeavouring to dispose of⁸ your shipment per ss. "Marguerite," which we have had to sell retail,⁹ as there are plenty of¹⁰ beers in the market, and therefore it is more difficult to dispose¹¹ of the article in lots.¹²

For future shipments which you may purpose making¹³ to us of this article, we beg to remind you¹⁴ to send this beer in cases of ten to twelve dozens; in this way¹⁵ the charges will be much less,¹⁶ and it will fetch¹⁷ the same price here as when sent¹⁸ in small cases.

Awaiting your further commands,¹⁹ we remain, dear Sirs,
Yours truly,

FENTON DREYFUS & CIE.

1. For your guidance, *para o seu governo (or julgamento)*. 2. There still remain in stock, *ficam em deposito*. 3. Beer, *cerveja*. 4. Consignment, *consignação*. 5. Of which we are pushing the sale, *e vamos promover a venda*. 6. To the best of your interests, *ao melhor de seus interesses*. 7. And hope to let you have the account-sales, *para lhes mandarmos conta de venda*. 8. Meanwhile we are endeavouring to dispose of, *estamos por em quanto tratando de dispôr de*. 9. Which we have had to sell retail, *que nos tem sido preciso vender retalhadamente*. 10. As there are plenty of, *já que ha bastantes*. 11. Therefore it is more difficult to dispose, *por isso custa mais dispôr*. 12. In lots, *em porção*. 13. Which you may purpose making, *que Vm.^{as} se propõem fazer-nos*. 14. We beg to remind you, *lembramos-lhes*. 15. In this way, *d'esta forma*. 16. Less, *menores*. 17. It will fetch, *obterá*. 18. As when sent, *que vindo*. 19. Awaiting your further commands, *aguardando as suas novas ordens*.

33. Unable to Send Samples.

RIO DE JANEIRO, 10 de Março de 19..

SN.^s THEODORE BENSON & CO.,

Londres.

Am.^{os} e Sn.^s,

Tenho em meu poder seu estimado favor de 18 Janeiro. Não posso lhes enviar pedacinhos¹ ou amostras de artigos que me convenham, porque não ha presentemente² artigo estrangeiro que convenha se importar.³ A industria nacional, excessivamente protegida pelas tarifas, tem invadido⁴ todos os artigos de importação estrangeira e de tal modo que⁵ pôde-se considerar morta a importação⁶ de fazendas estrangeiras no Brazil.

Com estima sou,

De Vm.^{cês},

Am.^o e Cr.^o Obr.^o,

JOÃO DA SILVA.

1. *Pedacinhos*, bits. 2. *Presentemente*, at present. 3. *Que convenha se importar*, which it is suitable to import. 4. *Tem invadido*, has invaded. 5. *De tal modo que*, in such a way that. 6. *Pôde-se considerar morta a importação*, the importation . . . may be considered as dead (or at a standstill).

LESSON XI.

Conversational Exercise.

- | | |
|---|--|
| 1. I will take charge of your business. | Eu me encarrego do seu negocio. |
| 2. He intends to call on you on his way through your place. | Conta ir visital-os quando passar por essa. |
| 3. We are at a loss. | Ficamos perplexos e confusos. |
| 4. They are at a loss what to think of it. | Elles não sabem o que hão de julgar d'isto. Não sabem o que acreditar. |
| 5. I am at a great loss by that. | Soffri com isto grande perda. |
| 6. The vessel had to put back into port yesterday. | O navio arribou hontem. |
| 7. At a push (or pinch) we can let you have more. | N'uma occasião d'aperto poderemos subministrar-lhe mais. |
| 8. We shall keep the goods left on our hands. | Ficaremos com as mercadorias encostadas. |
| 9. These merchants work hand in hand. | Estes commerciantes trabalham de mãos dadas. |
| 10. We have put your order in hand. | Já puzemos em mão (or trabalho) a sua ordem. |
| 11. On an average we ship ten packages a month. | Embarcamos termo medio dez volumes por mez. |
| 12. The manufacturers refuse to make any allowance for the non-fulfilment of deliveries arranged. | Os fabricantes recusam-se a fazer qualquer abatimento pela falta de entregas combinadas. |
| 13. Kindly let us have this information as quickly as possible. | Sirvão-se dar-nos estas informações o mais depressa possivel. |
| 14. He has not met his engagements. | Não correspondeu ás suas obrigações. |
| 15. To be left till called for. | De espera. |

- | | |
|--|--|
| 16. Kindly quote us, by return of post, your lowest price, F.O.B. | Queiram cotar-nos, por volta do correio, o seu preço mais chegado, franco a bordo. |
| 17. These are splits, or rather, goods with one (perfect) selvage. | Estes são "splits" ou, a melhor dizer, tecidos com um ourelo. |
| 18. Kindly let us know your terms. | Queirão avisar-nos as suas condições. |
| 19. He carried out his plan. | Levou a effeito o seu projecto. |
| 20. He is looking for a situation. | Vai procurando um emprego. |
| 21. He is going there on business. | Vai alli em negocios. |
| 22. Let us know what is your opinion of this firm. | Digam-nos qual é o conceito que lhes merece esta firma. |
| 23. Henceforth we shall cease to make you shipments. | De hoje em diante deixaremos de fazer-lhe embarques. |
| 24. Don't overlook to return it. | Não perdam de vista de devolve-o. |
| 25. I am at a loss to make out what you mean. | Custa-me a comprehender-lhe. |

34. Concerning Shipments.

RIO DE JANEIRO, 11th December, 19..

MESSRS. NELSON, SONS & Co.,
Leeds.

Dear Sirs,

Without any of your favours to refer to,¹ we confirm our respects² of 27th November, with which we enclosed sole Cheque³ for £133 . 12 . 0.

It will interest you to know that the Decree⁴ has now been published⁵ raising import duties by 12½ per cent.⁶ on all

1. Without any of your favours to refer to, *carecemos de seus estimados favores*. 2. We confirm our respects of . . . , *confirmamos a nossa respeitosa de*. 3. Sole cheque, *unica via de cambio*. 4. The Decree, *o Decreto*. 5. Has now been published, *já se tem publicado* (*promulgado* or *proclamado*). 6. Raising import duties by 12½ per cent., *com um augmento de 12½ por cento nos direitos de importação*.

goods arriving after⁷ 31st December; we very much appreciate⁸ that the large shipments per ss. "Orduña" and "El Araguay" have arrived in time to avoid this extra tax.⁹

Yours very faithfully,

CARLOS MACO & CO.

7. All goods arriving after, *todas as mercadorias que chegarem depois do*. 8. We very much appreciate, *apreciamos* (or *estimamos*) *muitissimo* (or *extremamente*). 9. In time to avoid this extra tax, *a tempo para evitarem este augmento d'imposto*.

35. Complaint on Goods.

RIO DE JANEIRO, 23 de Junho de 19..

ILL.^{MOS} SRS. KNOWLES PETERSON & CO.,

Londres.

Amigos e Srs.,

Confirmamos a nossa respeitosa de hoje e damos em nosso poder seu estimado favôr de 2 de Maio pp., de cujos dizeres ficamos scientes.

576 *peças Organdy lavrado* B.C. 978. Acabamos de receber 7 caixas pelo "Demerara," e a factura commercial ainda não chegou. Devido a esta falta, tivemos de ignorar o conteúdo¹ para o despacho,² e essa medida nos acarreta um prejuizo³ de Rs. 240\$000⁴ ou £14.0.0. Pela conferencia verificamos⁵ que a fazenda está muito mal acabada; o branqueamento é muito ruim⁶ e as côres como lilas,⁷ verde e rosa sahiram muito mal.⁸ Por este correo enviamos a VV. SS. amostras tiradas das peças,⁹ pelas quaes VV. SS. verão o mau acabamento¹⁰ d'esta fazenda, apesar de nos haverem reclamado¹¹ um augmento de 3-16d. no preço.

1. *Tivemos de ignorar o conteúdo*, we were unaware of the contents. 2. *O despacho*, the (Custom House) clearance. 3. *Essa medida, nos acarreta um prejuizo*, this step (proceeding) causes us a loss. 4. Rs. 240\$000 = 240 contos de réis, the conto or mil réis being equal to 1s. 2d. in English money, approximately, according to the exchange, ranging from 1s. to 1s. 3d. 5. *Pela conferencia verificamos*, on examination we find. 6. *O branqueamento é muito ruim*, the bleaching is very bad. 7. *Lilas*, lilac, helio. 8. *Sahiram muito mal*, have turned out very badly. 9. *Tiradas das peças*, drawn (or taken) from the pieces. 10. *O mau acabamento*, the bad finish. 11. *Apesar de nos haverem reclamado*, in spite of your having demanded from us.

O prejuizo que temos com a má entrega é superior a¹² 20 por cento, e se a fazenda não viesse defeituosa,¹³ poderíamos ter bom lucro,¹⁴ pois o preço de compra era bem vantajoso.¹⁵ Queiram trabalhar para obterem¹⁶ do fabricante ou preparador¹⁷ 10 por cento de bonificação.¹⁸

Para evitarmos estas constantes faltas de facturas,¹⁹ recommendamos-lhes nos enviarem com antecedencia²⁰ facturas simuladas²¹ para que possamos fazer os despachos da Alfandega²² sem maiores despesas nem demora.

Na expectativa de suas novas e boas noticias, apresentamos-lhes as nossas amistosas saudações.

FREDERICO GOMES E C.

12. *É superior a*, is more than. 13. *Não viesse defeituosa*, had not been defective (or faulty). 14. *Bom lucro*, a good profit. 15. *Bem vantajoso*, very advantageous. 16. *Trabalhar para obterem*, endeavour to obtain. 17. *O preparador*, the finisher. 18. *Bonificação*, allowance. 19. *Faltas de facturas*, lack of invoices; invoices not coming to hand. 20. *Com antecedencia*, beforehand. 21. *Facturas simuladas*, pro-forma invoices. 22. *Os despachos da Alfandega*, the Custom House clearances.

36. Regarding Finish of Goods.

MANCHESTER, 30th January, 19..

MESSRS. TOMAS FERREIRA E C.,
Pernambuco.

Dear Sirs,

We are without any of your favours, and now beg to refer to¹ the invoice which goes herewith for² bales 608-612, 451 pcs. Coloured Shirting³ XX. We are sorry that the dyer⁴ has not finished⁵ these goods as nicely as we would have wished,⁶ or, rather,⁷ has not finished them exactly the same as our former shipments to you⁸ of this article. We consider, however,⁹ that it is better to ship¹⁰ these goods to you at once, rather than try to replace them.¹¹

1. Beg to refer to, *referimo-nos a*. 2. Goes herewith for, *que incluímos por*. 3. Coloured shirting, *panno (zephyros or fustão) de côres*. 4. The dyer, *o tintureiro*. 5. Finished, *acabado*. 6. As nicely as we would have wished, *tão bem como era de desejar*. 7. Or, rather, *ou, a melhor dizer*. 8. Our former shipments to you, *as remessas anteriores para V. S.as*. 9. However, *entretanto, não obstante*. 10. It is better to ship, *mais vale embarcar*. 11. Rather than to try to replace them, *do que tratar de recollocal-as*.

Our Mr. Bond was consulted,¹² and he was also of opinion¹³ that we could best serve your interests¹⁴ by letting you have¹⁵ these goods without delay.

Hoping that you will approve of what we have done,¹⁶

We remain, dear Sirs,

Yours faithfully,

BRIGGS, TAYLOR & Co.

12. Consulted, *consultado*. 13. He was also of opinion, *opinava* (or *era de opinião*). 14. We could best serve your interests, *melhor poderíamos servir-lhes*. 15. By letting you have, *embarcando-lhes*. 16. You will approve of what we have done, *aprovarão o nosso proceder*.

37. On General Topics.

RIO DE JANEIRO, 9 de Dezembro de 19..

ILL.^{MOS} SRS. H. THORPE & Co.,
Manchester.

Amigos e Srs.,

Confirmamos a nossa respeitosa de 21 de Novembro pp., e damos em nosso poder seu estimado favôr de 13 do mesmo mez, cujos dizeres notamos e muito agradecemos.

*Artigos promptos*¹ *para embarque*. Tomamos bôa nota dos que VV. SS. nos avisam, e esperamos que VV. SS. já tenham feito o embarque de todos ou pelo menos² da maior parte, o que muito lhes agradecemos.

*Organdy lavrado*³ T.879. Conforme já escrevemos aos Amigos,⁴ o nosso socio Snr. Arminio Vieira se entenderá pessoalmente com VV.SS. a este respeito.⁵

60 *peças Zephyr N.16*. Notamos que o numero veio trocado⁶, não havendo duvida alguma com essa troca.⁷

*Cassa Branca*⁸ 252-255. Temos urgencia das⁹ 2 caixas que

1. *Promptos*, ready. 2. *Pelo menos*, at least. 3. *Organdy lavrado*, figured or embroidered book-muslin. 4. *Aos Amigos*, to you. 5. *Se entenderá pessoalmente com V V. SS. a este respeito*, will arrange this matter personally with you. 6. *O numero veio trocado*, the number was changed (or wrong). 7. *Essa troca*, this change (or substitution). 8. *Cassa branca*, white muslin. 9. *Temos urgencia das . . .*, we are in urgent need of, we greatly need the.

faltam embarcar¹⁰ e se não o tiverem feito, pedimos-lhes fazê-lo com a possível brevidade.¹¹

300 *peças* 24-5"¹² *Cassa Salpicos*¹³ N.252. Notamos que ainda demora um pouco a entrega d'este artigo, entretanto pedimos activar¹⁴ o mais possível o embarque do mesmo.

1,500 *peças* 21-2" *Chitas*. Esperamos que VV. SS. já tenham embarcado os 15 fardos restantes,¹⁵ que os Amigos nos avisaram estarem promptos¹⁶ em Liverpool, de accordo com o telegramma que lhes passamos em 21 de Novembro pp.

Na expectativa de suas novas e boas noticias, apresentamos-lhes as nossas mais distintas saudações.

AFFONSO VIEIRA E FILHOS.

10. *Que faltam embarcar*, which are still to be shipped. 11. *Com a possível brevidade*, as soon as ever possible, at your earliest convenience. 12. 24/5", 24/5 inches. This sign for inches is now extensively used by Portuguese and Brazilian houses in commercial relations with this country, but it is always safer to use the word *pollegada*. 13. *Cassa salpicos*, spot muslin. 14. *Entretanto pedimos activar*, meanwhile (however) we beg you to hasten (or push). 15. *Restantes*, remaining. 16. *Nos avisaram estarem promptos*, you advised us are ready.

LESSON XII.

Conversational Exercise.

- | | |
|---|---|
| 1. We have not heard from him for some time. | Ha bastante tempo que não temos tido o prazer de suas noticias. |
| 2. For some time he has not been heard of. | Ha muito que não temos tido noticias d'elle. |
| 3. What about the delivery of the yarn? | Que noticias V. S. ^{as} me dão da entrega do fio? |
| 4. You ought to make a trial. | Devião V. S. ^{as} fazer uma experiencia. |
| 5. I cannot make you a firm offer. | Não posso fazer-lhe uma offerta firme. |
| 6. Kindly let us know what prices the goods fetch. | Sirvão-se avisar-nos os preços que realizarem as fazendas. |
| 7. It has a ready sale here. | Tem prompta venda aqui. |
| 8. They have a fair sale. | Vendem-se regularmente. |
| 9. The steamer sailed yesterday morning. | O vapor sahio hontem da manhã. |
| 10. Keep me informed as to the state of your market. | Tenham-me ao corrente do estado de seu mercado. |
| 11. Tobacco business is not in our line. | Não é do nosso ramo o negocio em tabaco. |
| 12. There has been a good demand for this article. | Tem dado lugar bastante procura por este artigo. |
| 13. There is no time to lose. | Não ha tempo a perder. |
| 14. It is high time. | É mais que tempo. |
| 15. The Custom-House wants to make us pay the duties. | A Alfandega quer nos obrigar a pagar os direitos. |
| 16. A dollar is wanted to make up the amount. | Falta um dollar para completar a somma. |
| 17. I can make nothing of this. | Não intendo nada d'isso. |
| 18. We are in the manufacturer's hands. | Estamos á vontade do fabricante. |
| 19. I could never account for his silence. | Nunca pude achar a razão do seu silencio. |

- | | |
|---|---|
| 20. He was asked to account for his conduct. | Foi chamado para explicar o seu procedimento. |
| 21. We are very sorry for the trouble we have given you. | Sentimos muito o incommodo que lhes temos dado. |
| 22. Surely you will knock something off this price. | Veja se me póde fazer uma diminuição sobre este preço. |
| 23. We are satisfied that you will not take it amiss. | Ficamos convencidos de que Vm. ^{çs} não o levarão a mal. |
| 24. We are extremely sorry for the mistake made in the execution of your order. | Sentimos immenso o erro commettido na execução da sua ordem. |
| 25. The machine is worked by kerosene or by gas. | A machina é movida a kerosene ou a gaz. |

38. Complaints on Faulty Goods.

BAHIA, 25 de Junho de 19..

ILL.^{MOS} SRS. R. CARRUTHERS & Co.,
Londres.

Amigos e Srs.,

Confirmamos a nossa ultima de 23 do corrente.

*Bordado*¹ BR 978. Já em carta anterior reclamamos de VV.SS. contra a má entrega d'esta mercadoria, e agora acabamos de receber reclamação de um nosso freguez² que poz a fazenda a nossa disposição,³ não sómente pelos defeitos⁴ de fabricação, como tambem por estar suja de oleo.⁵ Effectivamente⁶ esta fazenda foi muito mal entregue⁷ e já tivemos de fazer diversas bonificações aos freguezes, e por isso é que lhes havíamos pedido para obter do fabricante uma bonificação de 10 por cento. Realmente com a má entrega, em tempos normaes,⁸ ninguem acceitaria a fazenda sem grande

1. *Bordado*, embroidery. 2. *De um nosso freguez*, of a client of ours. 3. *Poz a fazenda a nossa disposição*, put (or left) the goods at (or for) our disposal. 4. *Pelos defeitos de fabricação*, on account of the faults in the make, or faulty manufacture. 5. *Como tambem por estar suja de oleo*, but also on account of their being oil-stained. 6. *Effectivamente*, indeed, as a matter of fact, in fact, really. 7. *Muito mal entregue*, very badly delivered. Note this Past Participle of the verb *entregar*, to deliver. 8. *Em tempos normaes*, in normal times.

bonificação, pois tem grandes defeitos de fabricação; no branqueamento⁹ as côres foram muito sacrificadas e ainda por cima¹⁰ a fazenda está suja de óleo.

Fomos infelizes com este artigo, que se tivesse sido entregue na epocha devida¹¹ daria 1 \$350, e também as amostras feitas pelos Amigos mais parecia um saldo, pois vieram todos os desenhos em um só cartão¹² e cortados, o que dava pessima apparencia¹³ á fazenda. Contamos, pois, com a sua boa vontade para nos cobrir o prejuizo¹⁴ que tivemos por culpa do seu fabricante.

Amostras. Ainda uma vez¹⁵ devemos chamar a sua benevola attenção para o facto que as amostras não trazem o typo com toda a largura da fazenda,¹⁶ o que muito difficulta a venda¹⁷ dos seus artigos. Contamos que os Amigos deem¹⁸ suas ordens no sentido de serem¹⁹ as nossas amostras feitas com o typo.

Sem outro motivo por hoje, aproveitamos o ensejo para apresentar-lhes as nossas saudações amistosas.

TEIXEIRA E CAMPOS.

9. *No branqueamento*, in the bleaching. 10. *Ainda por cima*, over and above this, into the bargain. 11. *Na epocha devida*, at the due (or stipulated) date (or time). 12. *Um só cartão*, a single cartoon. 13. *O que dava pessima apparencia á fazenda*, which gave a very bad appearance to the goods. 14. *Contamos com a sua boa vontade para nos cobrir o prejuizo*, we rely upon your good will (or kindness) to cover us against the loss. 15. *Ainda uma vez*, once more, once again. 16. *Não trazem o typo com toda a largura da fazenda*, do not carry (or bring) the full-width quality sample. 17. *O que muito difficulta a venda*, which makes (or renders) the sale very difficult. 18. *Contamos que os Amigos deem*, we rely upon your giving. 19. *No sentido de serem*, so that . . . may be.

39. Requesting Documents.

BAHIA, 17th July, 19. .

MESSRS. JAMES PENROW & Co.,
Manchester.

Dear Sirs.

We beg to advise you that, *ex* steamship¹ "Mentor," we have received two cases, marked with Nos. 159 and 160, containing 102 pieces of white cotton Duck,² but so far³ we have not yet received any documents or invoice whatever⁴

1. *Ex* steamship, *ex* vapor. 2. Cotton duck, *lona de algodão*. 3. So far, *até agora, ainda*. 4. Any documents or invoice whatever, *nenhum documento nem factura*.

to cover this shipment, neither⁵ has your draft been presented yet by the Bank. To release the goods from Customs,⁶ we had to file a bond⁷ each for the production⁸ of Bill of Lading and Consular invoice. These bonds will expire within four months from now,⁹ and in case of non-production¹⁰ of the documents in question¹¹ by that time,¹² we shall have to renew¹³ the bonds at considerable expense.¹⁴ We would therefore ask you to pay prompt attention¹⁵ to this matter, sending one set of Bill of Lading¹⁶ and Consular invoice direct to us,¹⁷ and another set through¹⁸ the B. & E. Bank.

We remain, dear Sirs,

Yours truly,

GREGORIO GONÇALVES E C.

5. Neither, *nem.* 6. To release the goods from Customs, *para despachar a fazenda da Alfandega.* 7. To file a bond, *dar fiança; assignar uma obrigação.* 8. For the production, *para a devida apresentação.* 9. Will expire within four months from now, *hão de expirar dentro em quatro semanas da data de hoje.* 10. In case of non-production of, *caso que não se apresentarem.* 11. In question, *em questão* (or *de que se trata*). 12. By that time, *para aquelle tempo* (já or *para então*). 13. To renew, *renovar.* 14. At considerable expense, *o que ocasionaria despesas consideraveis* (or *com despesas consideraveis*). 15. To pay prompt attention, *prestarem prompta attenção.* 16. One set of bill of lading, *um jogo do conhecimento.* 17. Direct to us, *directamente a nós.* 18. Through, *por mediação de.*

40. Regarding Shipping Documents.

BAHIA. 26 de Julho de 19..

SNRS. ALEXANDER BURGESS & SONS,

York.

Am.^{os} e Sr.^s,

Confirmo minha carta de 28 de Junho p.p., sem favor de Vm.^{cês} a responder.

Caixas ^{JM}_L 11-12 por "Amazone." Estou de posse da factura consular d'estas duas caixas e conhecimento, mas ainda não¹ recebi a factura commercial, sem a qual não posso submeter a despacho² estas duas caixas que aqui chegaram desde o dia 20 do corrente, pelo vapor "Amazone."

Recebi tambem um livro de amostras ^{JM}_L 14, sem factura nem aviso algum de embarque.

1. Ainda não, not yet. 2. Não posso submeter a despacho, I cannot submit for clearance, I cannot get . . . cleared.

Peço-lhes o favor de remetter com toda regularidade os documentos de embarque, d'alfandega, facturas, etc., afim de evitar transtornos que³ uma falta⁴ como esta possa causar.

Com estima sou,

De Vm.^{cs},

Am.^o e Cr.^o Ob.^o,

JOÃO MORÃES.

3. *Evitar transtornos*, to avoid trouble (inconveniences). 4. *Uma falta*, a fault, a shortage.

41. Insurance Claim.

MANCHESTER, 21st March, 19..

MESSRS. ANTONIO VASQUES E CO.,
Rio de Janeiro.

Dear Sirs,

We refer to the following packages, A. V. & C., # 256-7, *ex ss.* "Mercedes." You will have already received word¹ from your Shipping Agents² that this steamer has been sunk in collision,³ and that the insurance claim should be made against the Marine Policy.⁴ We have just received the enclosed copy of the Ship's Protest,⁵ which will enable you⁶ more speedily⁷ to recover your claim⁸ from your insurance agents in Bahia, as we understand settlement will be made⁹ there.

We remain, dear Sirs,

Yours faithfully,

BRIGGS, COLLIER & Co.

1. You will have . . . received word, *Vm.^{cs} terão recebido aviso*. 2. Shipping agents, *agentes marítimos*. 3. Has been sunk in collision, *foi a pique* (or *ao fundo*) *por um choque*. 4. The Marine Policy, *a apolice marítima*. 5. The Ship's Protest, *o protesto do navio*. 6. Will enable you, *collocará Vm.^{cs} no estado de; lhes habilitarão a*. 7. More speedily, *mais depressa*. 8. To recover your claim, *cobrar a sua reclamação*. 9. We understand settlement will be made, *consta-nos que o ajuste se fará*.

LESSON XIII.

Conversational Exercise.

- | | |
|---|---|
| 1. All the prices are marked in plain figures. | Todos os preços estão marcados com numeros conhecidos. |
| 2. We can hardly believe it. | Custa-nos a crêl-o. |
| 3. You must, however, come to a decision. | É preciso portanto tomar um partido. |
| 4. If it happens again you will lose our custom. | Se acontecer o mesmo outra vez hão de perder a nossa freguezia. |
| 5. We are much surprised at the contents of your letter. | Tem-nos surprehendido muito o conteudo da sua carta. |
| 6. I am very anxious to continue to receive the linen shirting. | Muito desejo continuar a receber o panno de linho para camisas. |
| 7. We will do our very best. | Faremos todo o nosso possivel. |
| 8. It is packed in tins or packets, according to the requirements of the consuming markets. | É acondicionado em latas ou pacotes, segundo as exigencias dos mercados consumidores. |
| 9. They are also sold in bulk (or loose), mixed or pure. | Vendem-se tambem a granel, misturado ou puro. |
| 10. We would rather do without this article. | Preferimos não receber este artigo. |
| 11. We solicit enquiries through English houses. | Solicitamos pedidos de informação por intermedio de casas inglezas. |
| 12. They are manufacturers of steel plates and bars; beams (or girders); black and galvanized plates. | São fabricantes de chapas de aço e barras; vigas; chapas pretas e galvanizadas. |
| 13. He deals in all sorts of commodities. | Commercia em toda a especie de fazendas. |

- | | |
|--|--|
| 14. There was a misunderstanding about this article. | Houve um mal entendido com este artigo. |
| 15. We apologize for this mistake. | Pedimos desculpa por este engano. |
| 16. We will write you more fully. | Dar-lhes-hemos communicações mais detalhadas. |
| 17. I fancy that this led to a mistake. | Affigura-se-me que isto deu lugar a um erro. |
| 18. We are only too pleased. | Para nós é de grande prazer. |
| 19. The sample was taken out of the lot. | A amostra foi tirada do lote. |
| 20. Our market is quite at a standstill. | Nosso mercado está muito paralyzado. |
| 21. On the whole business is very quiet. | Em geral o negocio marcha muito tranquillo. |
| 22. We regret to inform you that we are unable to execute these goods. | Custa-nos dizer-lhes que não podemos encommendar esta fazenda. |
| 23. The price comes out at 6½d. | O preço vem a sahir a 6½d. |
| 24. This is no longer the fashion. | Isto não é mais da moda. |
| 25. I am delighted that I have been useful to you. | Folgo de lhe ter sido agradavel. |

42. Order for Muslin.

BAHIA, 14 de Dezembro de 19..

SNR.^s ALEXANDER BURGESS & Co.,
York.

Am.^{os} e Sn.^s,

Tenho em meo poder seos estimados favores de 7 e de 15 de Novembro p.p., de cujos dizeres tomei bôa nota.

Cassas sort^{a1} 1344. Noto o que me dizem em sua carta de 15 de Novembro sobre este artigo, que não pôde ser executado a 1¹⁵/₁₆d. mas sim a² 2¼d. (ou 16 por cento mais !³) Aceito o sortimento offerecido por Vm.^{cs} a entregar em Fevereiro

1. *Cassas sort*^o, muslins, assortment (*sortimento*). 2. *Mas sim a*, but (yes) at. Observe that, after a negative sentence, "but" is often rendered in Portuguese by *mas sim*, as in the above instance. 3. *Mais*, more, extra.

ou Março em 24" a 2d. a jarda, mas só quero 70 peças (7 desenhos a 10 peças⁴ de 60 jardas).

Como a fazenda ainda se achava em execução⁵ deixei de mandar-lhes o telegramma⁶ como me pediram.⁷

Com toda estima sou,

De Vm.^{cês},

Am.^o e Cr.^o Ob.^o,

JOÃO MORÃES.

4. 7 desenhos a 10 peças, 7 designs by 10 pieces. 5. Ainda se achava em execução, was still in work. 6. Deixei de mandar-lhes o telegramma, I abstained from sending (or I did not send) you the cable. 7. Como me pediram, as you requested.

43. Letter Regarding Weight of Goods.

MANCHESTER, 9th November, 19..

MESSRS. HENRIQUE BARROS E CA.,

Rio de Janeiro.

Dear Sirs,

We confirm our last letter¹ of the 10th October, and without any of your favours, we beg to point out to you² that on the 10th of January of this year you sent us an order for 114 pieces 24 inches 46 metres, Prints³ No. 1363, at 2³/₄d. These goods are now delivered,⁴ and we regret to inform you that they are not of the weight which you indicated was necessary for your market. The goods are 24 inches wide,⁵ and weigh 202.75 kilos for 6,167 yards. We send you by this post, under No. X.367, the samples of these Prints as they were delivered,⁶ and we beg you to be good enough to cable us the word⁷ "*Juridito*," without signature, debiting us with the cost of this cable,⁸ if you will allow us to make the shipment of these goods just as they were delivered⁹ to us.

Awaiting¹⁰ your prompt reply, we remain, dear Sirs,

Yours faithfully,

CARRUTHERS, SONS & Co.

1. Our last letter, *nossa anterior*. 2. We beg to point out to you, *passamos a advertir-lhes*. 3. Prints, *chitas*. 4. Are now delivered, *já está entregue*. 5. 24 inches wide, *24 pollegadas de largo*. 6. As they were delivered, *segundo foram entregues*. 7. We beg you to be good enough to cable us the word, *rogamos-lhes o favor* (or *obsequio*) *de nos telegrapharem a palavra*. 8. Debiting us with the cost of this cable, *com debito á nossa conta das despesas* (or *do custo*) *d'este telegramma*. 9. Just as they were delivered, *tal qual foi entregue*. 10. Awaiting, *na expectativa de*.

44. Making Claim.

RIO DE JANEIRO, 28 de Agosto de 19..

ILL.^{mos} SRS. THORPE, SONS & CO.,
Londres.

Amigos e Srs.,

Confirmamos a nossa respeitosa¹ de 30 de Junho pp., e damos em nosso poder seu estimado favôr de Maio pp., de cujos dizeres ficamos scientes e respondemos.

*Credito de sua Conta.*² Conforme seu aviso:³ importe de sua factura pelo vapor "Deseado" v/28/11-... £628 . 19 . 1, que acceitamos sob as reservas de uso.⁴

F.B. No. 193. Logo após lhes termos escripto⁵ a nossa respeitosa de 30 de Junho pp., recebemos nova reclamação de um outro cliente, com referencia as mercadorias contidas n'esta caixa, que lhes havíamos vendido, e para que não nos fosse devolvida a mercadoria,⁶ tivemos que concordar com o abatimento⁷ de 5 por cento sobre o valor da mesma. Assim, pois, annexamos⁸ a respectiva nota de debito de £6 . 4 . 10, valor 5/2/..., cuja somma rogamos-lhes o obsequio de creditar em nossa conta.

Sem outro motivo por hoje,⁹ aproveitamos a oportunidade para reiterar-lhes as nossas mais distintas saudações.¹⁰

FERREIRA BALTHAZAR E CA.

1. *A nossa respeitosa*, our respects, our letter. 2. *Credito de sua conta*, to the credit of your account. 3. *Conforme seu aviso*, in conformity with your advice. 4. *Sob as reservas de uso*, with the usual reserve(s). 5. *Logo após lhes termos escripto*, immediately after (our) having written to you. 6. *Para que não nos fosse devolvida a mercadoria*, so that the goods should not be returned to us (or thrown on our hands). 7. *Tivemos que concordar com o abatimento*, we had to agree to an allowance. 8. *Assim, pois, annexamos*, consequently, we enclose. 9. *Sem outro motivo por hoje*, without anything further for to-day. 10. *Reiterar-lhes as nossas mais distintas saudações*, to reiterate (or repeat) our most special compliments (or greetings); render this phrase simply as: with compliments, we remain, etc. . . .

45. Enclosing Sale-Note.

LONDON, 26th March 19..

MR. PABLO BORRAO,
Pernambuco.

Dear Sir,

We are in receipt of¹ your esteemed favour of the 7th inst., the contents of which we have noted,² and we now beg to reply to same.

We return you herewith the sale-note³ of the 12th January last, with the approximate delivery date filled in.⁴ We take good note of the contents of your letter of the 9th February, and in future⁵ the delivery will be mentioned on all the purchase-notes.

Prints, assortment 367. As we have informed you in our previous letters, we received your telegram, and we executed your order at the price of 2½d. It was quite impossible⁶ to do it at a lower price, even a fraction⁷ less. Prices of printing⁸ and of cloth have gone up at the same time, as no doubt you will have been advised⁹ by your friends on this side.¹⁰ We admit that the rise¹¹ was quite extraordinary,¹² but this cannot be helped¹³ in the case of certain articles.

We trust that you will favour us with your further orders on the samples which we have sent you, and remain, dear Sir,

Yours faithfully,

JAMES CLARKE & CO., LTD.

1. We are in receipt of, *achamo-nos de posse de*. 2. The contents of which we have noted, *de cujo conteúdo ficamos scientes*. 3. Sale-note, *nota de venda* (or *nota de compra*, i.e., purchase-note). 4. Approximate delivery date filled in, *a data de entrega aproximada enchida*. 5. In future, *para o futuro*. 6. It was quite impossible, *era absolutamente* (or *enteramente*) *impossível*. 7. Even a fraction, *mesmo uma fracção*. 8. Printing, *a estampa*. 9. You will have been advised by, *V. S.^{as} terão recebido aviso de*. 10. On this side, *d'esta*. 11. The rise, *a alta, a subida*. 12. Quite extraordinary, *(muito) extraordinária*. 13. This cannot be helped, *não tem remédio*.

LESSON XIV.

Conversational Exercise.

- | | |
|---|--|
| 1. Trade is so dull at the present moment that we will make you every possible concession. | O commercio vai tão mal n'este momento que lhes faremos todas as concessões possíveis. |
| 2. They are exporters of all kinds of chemicals. | São exportadores de toda a classe de productos chimicos. |
| 3. I am selling this at less than cost price. | Vendo isto por menos do preço da fabrica. |
| 4. Then you are selling at a loss ? | Então Vm. ^{cê} vende com perda? |
| 5. We think you will have reason to be satisfied. | Cremos que V S. ^a terá motivo de ficar satisfeito. |
| 6. We hope to make you another remittance shortly. | Esperamos brevemente fazer-lhe outra remessa. |
| 7. We do not apprehend any delay in the (sea) journey. | Não temos de receiar demora alguma no travessa. |
| 8. Catalogues gratis on application. | Catalogos gratis a pedido. |
| 9. We give our special attention to packing for export. | O empacotamento para exportação tem nossa especial attenção. |
| 10. Agents are wanted in Brazil. | Precisam-se de agentes no Brazil. |
| 11. I prefer to leave it to my customer. | Prefiro deixal-o á deliberação de meu freguez. |
| 12. Do you require anything else ? | Vm. ^{cê} não precisa de outra cousa ? |
| 13. I will be responsible to you for this sum. | Ficarei eu responsavel para com Vm. ^{cês} por esta somma. |
| 14. We beg you very earnestly to take steps to see that these things do not happen again in future. | Pedimos-lhes muito providenciarem para que não se reproduzam estes factos para o futuro. |

- | | |
|--|--|
| 15. Please remember me to him. | Queira ter a bondade de me fazer lembrado. |
| 16. They are engaged in the retail trade. | Occupam-se da venda a retalho. |
| 17. The other house is in the wholesale trade. | A outra casa dedica-se a venda por atacado. |
| 18. We were led to understand that you wished iron hoops. | Deram-nos a entender que V. S. ^{as} queriam circulos (or. arcos) de ferro. |
| 19. We hope you will be able to avail yourselves of the sailing of some steamer for this port. | Esperamos que V. S. ^{as} saberão aproveitar a sahida d'algum vapor para este porto. |
| 20. Send 100 of each quality of cigars <i>via</i> Liverpool. | Mandem 100 de cada qualidade de charutos por via de Liverpool. |
| 21. They are quite up to the samples. | São iguaes ás amostras. |
| 22. The No. 10 must be quite up to the standard. | O No. 10 deve vir exactamente como a amostra. |
| 23. Have you some ready made? | O Senhor tem alguns já feitos? |
| 24. That fashion has gone out. | A moda está passada. |
| 25. It is a matter of taste. | É questão de gosto. |

46. Mistake in Invoice.

RIO DE JANEIRO, 26 de Setembro de 19..

ILL.^{mos} SRS. CARTER, WRIGHT & Co.,
Liverpool.

Amigos e Srs.,

Confirmamos a nossa anterior de 11 do corrente, sem nenhum favôr de VV. SS. a que devamos¹ resposta.

B. F. # 277-9. Incluso lhes enviamos a nossa nota de debito de £52 . 9 . 6, valor 28 de Maio de 19..., relativa a diferenças de metragem² e erro de calculo³ em sua factura de 28 de Maio pp., cuja somma rogamos-lhes a fineza de creditar em⁴ nossa conta.

1. *A que devamos resposta*, to which we have to reply. Note the use of Subjunctive here, after a negative sentence. 2. *Metragem*, m. trage, length. 3. *Erro de calculo*, error in the extension. 4. *Rogamos-lhes a fineza de creditar em*, we beg you kindly to credit to.

Sem outro motivo por hoje, ficamos com consideração e apreço,

De VV. SS.,

Amigos e Crds. Obgds.,

FRANCISCO BALTHAZAR E CA.

47. Replying to Claim.

MANCHESTER, 2nd January, 19..

MESSRS. P. BARRA E FILHOS,
Pernambuco.

Dear Sirs,

We confirm our last of the 4th December ultimo, in which we acknowledged receipt of your cable of the 2nd of the same month, and we have since received your favour of the 6th December, the contents of which we have noted.

We regret to say that the printer refuses¹ all responsibility as regards the colours² which he has printed. He says they are a fair delivery³ against your order, especially as some of the designs were dyed⁴ and not printed, and that it would be impossible to match them nearer⁵ in printed colours. This being so,⁶ the whole loss falls on us,⁷ and we have decided to make you the shipment, invoicing the two colours of which you complain,⁸ *i.e.*, helio and green,⁹ at the price of 2d. a yard, and the remainder¹⁰ at 2½d. a yard, and we trust you will pass this invoice without requiring¹¹ any further allowance.

We hope you will favour us with your further orders, and taking this opportunity of expressing our best wishes for the New Year,¹²

We remain, dear Sirs,

Yours faithfully,

HERBERT JENKINSON & SON.

1. Refuses, *recusa*. 2. As regards the colours, *quanto ás cores*. 3. A fair delivery, *uma entrega regular*. 4. Dyed, *tinto*. 5. To match them nearer, *igual-os melhor*; *achar melhores contratypos*. 6. This being so, *sendo assim*. 7. Falls on us, *recahe sobre nós*. 8. Of which you complain, *das quaes V. S.^{as} se queixam*. 9. *i.e.*, helio and green, *a saber; lilas e verde*. 10. The remainder, *o resto*. 11. Without requiring, *sem exigirem*. 12. Expressing our best wishes for the New Year, *fazer os nossos mais sinceros votos pelo novo anno*.

48. Enclosing Cheque.

PORTO, 12 de Outubro de 19..

SNRES. F. PRICE & Co.,
Manchester.

Am.^{os} e Snr.^{es},

Incluso junto um cheque a vista¹ de Ls. 40 . 0 . 0 para credito da conta de minha casa do Pará.² Queiram avisar a recepção.³

Sou com estima,
Am.^o e Cr.^o,
CARLOS MENDES.

1. *Incluso junto um cheque a vista*, enclosed I hand you a cheque at sight.
2. *Do Pará*, at Pará. Note the Definite Article before the name of this town. 3. *Queiram accusar a recepção*, kindly acknowledge the receipt.

49. Acknowledgment of Receipt of Money.

MANCHESTER, 17th June, 19..

MESSRS. JOSÉ BRAGA E CA.,
Bahia.

Dear Sirs,

The object of the present is to acknowledge receipt of your remittance¹ of £240 . 16 . 5, amount of your draft² No. 2,145, contained in your favour of the 26th May, which sum we have placed to the credit³ of your esteemed account, value 17th inst., with our best thanks.⁴

Without anything further for the moment,⁵ we remain,
dear Sirs,

Yours faithfully,
CROSS, SONS & Co.

1. To acknowledge receipt of your remittance, *accusar a recepção da sua remessa*. 2. Amount of your draft, *importancia de seu saque*. 3. We have placed to the credit, *temos assentado ao credito*. 4. With our best thanks, *com os nossos mais expressivos agradecimentos*. 5. Without anything further for the moment, *sem outro assumpto de que tratarmos pela presente*.

50. Differences in Accounts.

RIO DE JANEIRO, 14 de Setembro de 19..

ILL.^{MOS} SRS. JOHN BENNET & SONS,
Londres.

Amigos e Srs.,

Damos em nosso poder o seu obsequio¹ de 8 de Agosto findo.,² do que retiramos a factura³ de 5 volumes com fazendas de seu embarque pelo vapor "Demerara," na importancia⁴ de £267 . 5 . 5, que escripturamos no credito⁵ de s/ conta, sob reserva,⁶ v/31 de Julho ppdo.

Ao contrario,⁷ debitamos-lhes igual somma de £267 . 5 . 5 que em 12 do corrente pagamos ao London and Brazilian Bank, Limited, em cumprimento do seu saque⁸ a 30/dv., a favor do mesmo Banco.

Pedimos-lhes creditar-nos £3 . 19 . 7 que nos debitaram de juros⁹ de 90 d/, pois o n/ socio Manoel da Silva, quando ahi esteve com o seu digno chefe Sr. Bennet, combinou o pagamento¹⁰ com saque a 30 d/ sem juros e 2½ % de desconto.¹¹

Amostras. Não temos recebido amostras para este embarque, o que nos impossibilita de vender a mercadoria;¹² entretanto, aquelle n/ socio¹³ deu-lhes instrucções para 6 amostras e 5 referencias por cada caixa.

Esperamos portanto que nos embarques futuros V. S.^{as} terão o cuidado de não esquecer as amostras que nos são indispensaveis.

Somos com subida estima e consideração,

De V. S.^{as},

Am.^{os} Cr.^{dos} Obr.^{dos},

SILVA, CARNEIRO E CA.

1. O seu obsequio, your favour. 2. Findo, i.e., *fenecido*, finished, ended, concluded; therefore, ultimo. 3. Do que retiramos a factura, from which we withdrew the invoice; say: enclosing invoice. 4. Na importancia de, amounting to. 5. Escripturnamos no credito, we book (or pass) to the credit. 6. Sob reserva, under reserve, provisionally. 7. Ao contrario, on the contrary, on the other hand. 8. Em cumprimento do seu saque, in fulfilment (i.e., payment) of your draft. 9. Nos debilaram de juros, you charged us as interest. 10. Combinou o pagamento, arranged the payment. 11. Desconto, discount. 12. Nos impossibilita de vender a mercadoria, makes it impossible for us to sell the goods. 13. Aquelle n/socio, lit.: that our partner, the said partner of ours.

EXERCISES FOR TRANSLATION.

CIGAR MANUFACTURERS.¹

Oporto,² 11th.—Nearly 200 workmen engaged in the fine branch of the manufacture of cigars³ left their work and went to see⁴ the civil governor, requesting him to try to get a reply⁵ to the telegrams sent some time ago⁶ to the Chancellor of the Exchequer⁷ with regard to the manufacture of ordinary cigars, which they are not accustomed to handle,⁸ and which does them an enormous amount of harm.⁹ The civil governor promised to get into touch with¹⁰ the minister, and as soon as he gets a reply¹¹ he will communicate with¹² the committee.

1. Cigar manufacturers, *fabricantes de charutos*. 2. Oporto, *Porto*. Note that the Portuguese call this town Porto, that is, o Porto, whereas in English we have joined the two words into one, thus: Oporto. 3. Engaged in the fine branch of the manufacture of cigars, *da especialidade do fabrico de charuto fino*. 4. Went to see, *foram ter com*. 5. To try to get a reply, *(que) se interesse pela resposta*. 6. Some time ago, *ha tempos*. 7. The Chancellor of the Exchequer, *i.e.*, the Minister of Finances, *o Ministro das Finanças*. 8. They are not accustomed to handle, *não estão habituados a manipular*. 9. Does them an enormous amount of harm, *lhes acarreta enormes prejuizos*. 10. To get into touch with, *entender-se com*. 11. As soon as he gets a reply, *logo que tenha resposta*. 12. He will communicate with the, *participará á . . .*

GRANDE INCENDIO EM HONDURAS.

Um incendio destruiu muitos grupos de casas, estando outras ameaçadas.¹ As perdas são calculadas em² 10 milhões de dollars.

1. *Ameaçadas*, threatened. 2. *São calculadas em*, are calculated (or estimated) at. Note the use of *em* in this case.

LESSON XV.

Conversational Exercise.

- | | |
|--|---|
| 1. You must compensate us for our losses. | Vmcês devem indemnizar-nos das nossas perdas. |
| 2. We offer this as a compensation for the loss he has sustained. | Offerecemos isto em compensação da perda que teve. |
| 3. It cannot be helped now. | Já não ha mais remedio. |
| 4. Make haste and get your bill protested. | Apresse-se a mandar protestar a sua letra. |
| 5. I am not in a hurry. | Não tenho pressa. |
| 6. We hope to let you have the account sales shortly. | Esperamos em breve fornecer-lhes conta de venda. |
| 7. We are importers of all kinds of skins and hides, brined and dried, of cattle, calves, sheep and goats, wool and horns. | Somos importadores de toda a classe de pelles e couros salgados e seccos de bois e vaccas, bezerros, carneiros e cabras, lã e pontas. |
| 8. Prices will be quoted and samples provided, on request (<i>or</i> application). | Teremos o prazer de fornecer preços e amostras, a pedido. |
| 9. We trust you will excuse this trouble, and that you will make use of us in case we may be of service to you. | Esperamos desculpem esta incommodidade e disponham de nós, caso que lhes pudermos ser uteis. |
| 10. Raw materials have a ready sale. | As materias primas se vendem facilmente. |
| 11. I would like to start (<i>or</i> introduce) a special brand of soap. | Desejava encetar uma marca especial de sabão. |
| 12. The state of our market is not very brisk (<i>or</i> encouraging) just now. | O estado do nosso mercado não é actualmente animado. |
| 13. I should like you to have the goods packed in a single package. | Desejava que V. S. ^{as} mandassem encaixotar a fazenda n'um só volume. |

- | | |
|--|--|
| 14. We wish to see first of all if the quality is liked. | Desejamos ver primeiro se agrada a qualidade. |
| 15. There is a shortage of clothing at present. | Hoje ha falta de roupa. |
| 16. The maker generally has these lines running. | O fabricante tem geralmente estes artigos em fabricação seguida. |
| 17. We wish them to be made up (packed) in lead. | Desejamos que venhão envoltos em chumbo. |
| 18. Many purchases of pig lead have been made. | Têm-se feito muitas compras de chumbo em barra. |
| 19. Kindly let me have some brands by way of trial. | Queiram remetter-me algumas marcas para amostra. |
| 20. We have no hesitation in making a first order. | Não temos duvida em fazer um primeiro pedido. |
| 21. This town is situated in a country which abounds in grain of every kind, wine, fruit, oil, flax, and hemp. | Esta cidade está situada em um paiz que abunda em grãos de toda a especie, vinhos, frutas, azeites, linho e canhamo. |
| 22. It contains many mines of lead and copper, also of iron and coal. | Contem muitas minas de chumbo e de cobre, tambem de ferro e de carvão de pedra. |
| 23. At the same time we received an order, which we have in hand. | No mesmo tempo recebemos uma encomenda que vamos preparar. |
| 24. Our prices are fixed. | Nós vendemos a preço fixo. |
| 25. We don't wish to haggle with you. | Não queremos fazer regatear o senhor. |

51. Enclosing Cheque.

PORTO, 6 de Dezembro de 19..

ILL.^{MOS} SENR.^{ES} P. FRITH & SONS,

Leeds.

Am.^{OS} e Snr.^{ES},

Incluso encontrarão V.S^s. um cheque a vista¹ sob No. 14562 de £120 . 0 . 0, girado² pela casa Joaquim Pinto Filho & Ca.,

1. *Um cheque a vista*, a cheque at sight, a sight cheque. 2. *Girado* (or *gyrado*), drawn. Note that it is more usual, however, to use the verb *sacar* (or *saccar*) *uma letra de cambio*,

d'esta, contra London & W. Bank, Ltd., de Londres, a favor de V. S.^{as} Queiram creditar esta somma a minha casa commercial do Pará e avisar a recepção.³

Sou com estima,

De V. S.^{as},

Am.^o e Cr.^o,

JERONYMO CARDOSO.

3. *Avisar a recepção*, to acknowledge receipt.

52. Reply to Complaints.

LIVERPOOL, 26th January, 19..

MESSRS. JOSÉ CHAGAS E C.,
Porto Alegre.

Dear Sirs,

Your letter of the 2nd inst. has just reached us.¹ We are sorry, but not altogether surprised,² to read your complaints of delay in delivering recent orders. We can assure you that this matter is receiving our most careful attention.³ We have been much hindered in getting⁴ our productions⁵ in contract time,⁶ owing to the serious delays⁷ in obtaining raw material. These have arisen chiefly through the difficulties⁸ in transport, due to the severe weather⁹ and to the recent labour troubles,¹⁰ which are, however, now nearly over.¹¹

With reference to the increase of price¹² notified in our last letter, we regret that we cannot avoid this,¹³ as the very great advance¹⁴ in the price of leather and of other articles

1. Has just reached us, *acaba de chegar a nosso poder*. 2. But not altogether surprised, *mas não nos surprende muito*. 3. Is receiving our most careful attention, *merece a nossa mais cuidadosa atenção*. 4. We have been much hindered in getting, *tem-nos custado muito em conseguir*. 5. Our productions, *nossas produções*. 6. In contract time, *na epocha contractada (ou estipulada)*. 7. Owing to the serious delays, *devido ás serias demoras*. 8. These have arisen chiefly through the difficulties, *que resultaram principalmente das difficuldades*. 9. Due to the severe weather, *causadas pelo má tempo (or tempo rigoroso)*. 10. The labour troubles, *a questão dos operarios*. 11. Which are now nearly over, *que já está quasi concluida*. 12. The increase of price, *o augmento de preço*. 13. That we cannot avoid this, *não poder evitar isto*. 14. The very great advance, *o augmento enorme*.

used in the manufacture¹⁵ of our goods makes it absolutely necessary. In the hope that this is only of a temporary nature,¹⁶ we are not altering our list of prices,¹⁷ but are showing¹⁸ the increase in the form of a percentage¹⁹ added on to the invoice.²⁰ You may rely on us to discontinue it²¹ as soon as ever possible.²²

We remain, dear Sirs,

Yours faithfully,

DEARDEN, SONS & Co.

15. The manufacture, *a manufactura, a fabricação*. 16. Is only of a temporary nature, *seja sómente temporario*. 17. List of prices, *preços correntes*. 18. But are showing, *senão que indicamos*. 19. A percentage, *uma percentagem*. 20. Added on to the invoice, *juntada á factura*. 21. You may rely upon us to discontinue it, *V. S.^{as} podem contar com que o descontinharemos (ou deixaremos de carregar-a)*. 22. As soon as ever possible, *o mais cedo que fôr possível*.

53. Regarding Finance.

RIO DE JANEIRO, 7 de Julho de 19..

ILL.^{MOS} SNRS. GREGORY MILNE & Co.,

Londres.

Amigos e Snrs.,

Temos em nosso poder os seus apreciados favores datados de¹ 10 e 25 de Maio p., do conteudo dos quaes ficamos inteirados.²

Em conformidade com o seu aviso, temos-lhes debitado £0 . 8 . 7, que receberam da Royal Mail Steam Packet Company, pelo certificado que lhes enviamos.

Permittimo-nos fazer reparo ao ultimo topico³ do seu citado favor, em que nos dizem não ter feito entrega d'aquella importancia aos Snrs. Brown Bros. & Co., porque não temos saldo⁴ em seu poder; ao contrario, somos devedores de⁵ £0 . 0 . 4.

Tendo nós effectuado o pagamento⁶ de £91 . 0 . 1 ao London and Brazilian Bank, Ltd., por saldo de sua conta,⁷ o que

1. Datados de, dated. 2. Ficamos inteirados, we have taken note, we are informed. 3. Permittimo-nos fazer reparo ao ultimo topico, we beg to make an objection to the last subject (or topic). 4. Não temos saldo, we have no balance. 5. Somos devedores de, we are owing, we owe. 6. Tendo nós effectuado o pagamento, we having made the payment. 7. Por saldo de sua conta, in payment (or settlement) of your account.

V. S.^{as} confirmaram no seu aviso de 10 de Maio, não sabemos donde provem aquelle debito.⁸

Pedimos-lhes, pois, para bôa regularidade,⁹ esclarecer-nos a respeito.¹⁰

Aguardando suas ordens, firmamo-nos com muita estima,
De V. S.^{as},

MANOEL GONÇALVES E IRMÃO.

8. *Não sabemos donde provem aquelle debito*, we don't know how this debit comes about (or whence it comes). 9. *Para bôa regularidade*, for order's sake. 10. *Esclarecer-nos a respeito*, to clear up (or to elucidate) this matter for us.

54. Advising Drafts.

LONDON, 16th June, 19..

MESSRS. FONSECA BRAGA E CA.,
Oporto.

Dear Sirs,

Confirming our letter of the 12th inst., we now beg to advise¹ you that we have taken the liberty of drawing on you² at to-day's date³ the following drafts⁴:—

No. 3256 for £500 to the order of⁵ F. Hood & Co., at two months date;

No. 3258 for £1,000 to the order of S. Lauther & Co., at one month date;

of which we beg you kindly to take note,⁶ and to honour same with your acceptance.⁷

We remain, dear Sirs,

Yours truly,

WILLIAM TRUSTWELL & SONS.

1. We now beg to advise you, *temos a honra de lhes informar*. 2. We have taken the liberty of drawing on you, *nos permitimos sacar sobre V. S.^{as}*. 3. At to-day's date, *em data de hoje*. 4. The following drafts, *as letras seguintes*. 5. To the order of, *ordem de*. 6. We beg you kindly to take note, *queiram V. S.^{as} tomar bôa nota*. 7. To honour same with your acceptance, *fazer-lhes bom acolhimento*.

55. Delay in Sending Invoices.

BAHIA, 10 de Abril de 19..

ILL.^{MOS} SRS. HAROLD RIGBY & SONS,
Liverpool.

Amigos e Srs.,

Confirmamos a nossa respeitosa de 2 do corrente.

Facturas. Com as difficuldades de correio, temos sempre recebido as suas facturas com sensivel¹ atrazo, o que nos acarreta prejuizo não pequeno,² pois não podemos despachar as mercadorias, em vista da falta de detalhes para o despacho aduaneiro.³

Para corregir esta lacuna,⁴ devemos recommendar-lhes que nos mandem uma factura com todos os detalhes, mandando-nos depois a factura completa para os respectivos lançamentos⁵ em nossos livros.

Assim desaparecerá esta falta, que tantas contrariedades⁶ nos tem dado.

Antecipando-lhes os nossos agradecimentos, aproveitamos a oportunidade para repetir-lhes os nossos mais distintos cumprimentos.

F. CARVÃO E CA.

1. *Sensivel*, regrettable, appreciable. 2. *Nos acarreta prejuizo não pequeno*, causes us no small trouble. 3. *O despacho aduaneiro*, the Custom House clearance. 4. *Para corregir esta lacuna*, to correct this hiatus (or gap); say: in order to put this right. 5. *Lançamentos*, entries. 6. *Contrariedades*, annoyances, disappointments.

LESSON XVI.

Conversational Exercise.

- | | |
|--|--|
| 1. I cannot afford that. | Não tenho posses para isso. |
| 2. We cannot afford such expenses. | Não temos meios para tão grande despesa. |
| 3. The season is now well advanced. | A estação já está muito adiantada. |
| 4. The building is now at an advanced stage. | Se acham adiantados na construção. |
| 5. We do not mind the expense. | Não olhamos á despesa. |
| 6. We are at some expense for that business. | Mettemo-nos em despesas para este negocio. |
| 7. He lives beyond his income. | A sua despesa excede ás rendas. |
| 8. This cloth is frayed. | Este tecido está esfregado. |
| 9. You have overcharged us this amount. | Vm. ^{çes} têm-nos sobrecarregado esta somma (or têm-nos pedido esta somma de mais). |
| 10. Our tea has enjoyed for over a century a universal reputation, due to its quality and taste (flavour). | O nosso chá goza ha mais de um seculo reputação universal, devido á sua qualidade e sabor. |
| 11. If you like, you may have it on trial. | Se quizer, dar-lh'o-hei a contento. |
| 12. Don't fail to keep your promise. | Não me falte com a sua palavra. |
| 13. This business requires haste and secrecy. | Este negocio exige brevidade e segredo. |
| 14. They were packages shipped at through rate. | Os volumes foram embarcados a frete corrido. |
| 15. These stocks are at par. | Estes fundos estão ao par. |
| 16. We want this article trimmed with lace. | Queremos este artigo guardado de rendas. |
| 17. Of course the sheetings are offered free (franco) Pará | Sem duvida o panno de linho para lençoes se offerece posto no Pará. |

- | | |
|---|---|
| 18. What a pity ! I can only pay 2d. at most. | Que pena ! Só posso pagar 2d. quando muito. |
| 19. They are manufacturers of jute cloths and yarns of all kinds. | São manufactureiros de pannos e fios de juta de todas qualidades. |
| 20. We are the largest makers of motor-car accessories (or fittings). | Somos os maiores fabricantes de accessorios para automoveis. |
| 21. Kindly look into the matter. | Queiram verificar (or examinar) o assumpto. |
| 22. The letter is sent to care of Mr. Chagas. | Mandamos a carta á entrega do Snr. Chagas. |
| 23. They will be paid at the maturity date of your bill. | Serão pagos no dia do vencimento do seu saque. |
| 24. It is to be hoped that everything is in perfect order. | É de esperar que tudo venha perfeito e bom. |
| 25. Good-bye, until we meet again. | Até ao prazer de o tornar a ver outra vez. |

56. Explaining Delay in Payment.

RIO DE JANEIRO, 16 de Novembro de 19..

ILL.^{MOS} SNRS. JAMES TREVOR & SONS, .

Manchester.

Amigos e Senhores,

Acabamos de receber o seu estimado obsequio de 19 de Outubro p.p., e em resposta vimos dizer-lhes¹ que, se a remessa do dinheiro levou mais de 30 dias, não foi nossa a culpa mas sim² da demora dos vapores, pois fizemos o pagamento logo após á apresentação³ do saque e mesmo antes de retirarmos a mercadoria da Alfandega.⁴ Como V. S.^{as} não ignoram,⁵ actualmente a mercadoria fica muito tempo em Liverpool e os vapores tambem gastam mais dias na

1. *Vimos dizer-lhes*, we come to say to you, i.e., we have to say to you.
 2. *Levou mais de*, took more than. 3. *Mas sim*, but rather. 4. *Logo após á apresentação*, immediately on presentation. 5. *Como V. S.^{as} não ignoram*, as you are not unaware, i.e., as you are aware. Note that "to ignore" is rendered in Portuguese by *não fazer caso de*, or *desprezar*.

travessa⁶ que antes da guerra. A seu debito lançamos⁷ £3 . 19 . 7, importancia⁸ dos juros que nos haviam debitado.

Certos do mais que se servem dizer-nos, somos com subida estima e consideração,

De V. S.^{as},

Amgs. Crs.,

AUGUSTO OLIVEIRA E CA.

6. *Gastam mais dias na travessa*, spend (or take) more days in the passage.
7. *A seu debito lançamos*, we place to your debit. 8. *Importancia*, the amount. Note that in Portuguese the Definite Article is omitted before a noun when used in apposition to a preceding phrase, as in the above example.

57. Advice of Payment Made.

LEEDS, 27th December, 19..

MESSRS. BOTELHO E CA.,

Pernambuco.

Dear Sirs,

In conformity with the request¹ made in your favour of the 3rd inst., we have paid² to Messrs. Renshaw Bros. & Co., of this town, the balance of your esteemed account, viz., £13 . 16 . 9., and we debit you in account with this sum,³ value 21st inst., as per the abstract of account current⁴ which we enclose herewith.

Without anything further for to-day, and wishing you the Compliments of the Season,⁵

We remain, dear Sirs,

Yours faithfully,

JAMES MERRYWEATHER & CO.

1. In conformity with the request, *segundo o desejo* (or *conforme á ordem*),
2. We have paid, *temos pago*. 3. We debit you in account with this sum. *lançamos esta somma ao debito da sua conta*. 4. As per the abstract of account current, *segundo o extracto de conta corrente*. 5. Wishing you the Compliments of the Season, *desejando-lhes um anno novo prospero e feliz*, or *recebam os nossos sinceros votos pelo novo anno*.

58. Enclosing Account Current.

LISBOA, 2 de Julho de 19..

ILL.^{mos} SNR.^{es} CANDIDO FREITAS E CA.,

Porto.

Amigos e Snres.,

Temos a honra de lhes confirmar a nossa ultima de 25 do

cr.^{te}, no qual lhes demos aviso d'um embarque feito no mesmo dia pelo vapor "*Ernesto*."

É objecto da presente acompanhar-lhes a copia da sua conta-corrente¹ connosco, fechada em² 30 de Junho pp.^{do}, apresentando em nosso favor um saldo³ de 5,300 \$000 réis, que lançamos para nova conta⁴ a seu debito. Queiram examinal-a e dizer-nos se está exacta.⁵

Somos com muita estima,

De V. S.^{as}.,

Amigos e Crds. Obgds.,

A. NOGUEIRA E CA.

1. *A copia da sua conta-corrente*, copy of your account-current. 2. *Fechada em*, closed at. 3. *Apresentando em nosso favor um saldo*, showing a balance in our favour. 4. *Lançamos para nova conta*, we have carried forward (to new account). 5. *Dizer-nos se está exacta*, let us know if it is correct (or in conformity).

59. Acknowledgment of Account Current.

PORTO, 4th July, 19..

MESSRS. A. NOGUEIRA E CA.,

Lisboa.

Dear Sirs,

We beg to acknowledge receipt of¹ your favour of the 2nd inst., enclosing abstract of account current with your goodselves,² showing a balance³ in your favour at the 30th June of 5,300 \$000 reis, which we find in conformity with our books.⁴

We hope to make you a remittance shortly, and meanwhile beg to remain, dear Sirs,

Yours faithfully,

CANDIDO FRIETAS E CA.

1. We beg to acknowledge receipt of, *estamos de posse de*; *accusamos a recepção de*. 2. Abstract of account current with your goodselves, *o extracto da nossa conta corrente*. 3. Showing a balance in your favour of, *saldando a seu favor por*. 4. We find in conformity with our books, *encontramos de accordo* (or *conforme*) *com a nossa escripturação*.

60. Another Acknowledgment of Account Current.

RIO DE JANEIRO, 19 de Agosto de 19..

SNRS. JAMES PETERSON & Co.,

Londres.

Amigos e Snrs.,

Damos em nosso poder o seu prezado favor de 30 de Junho

p.findo, acompanhando o extracto da nossa conta corrente em sua casa que demonstra o saldo a nosso favor em 30 Junho 19..., de £14 . 5 . 4, que confere com os nossos lançamentos.¹

Rogamos entregarem esse saldo² por nossa conta aos Snrs. Morreau, Dubois & Co., d'essa praça, avisando-nos.

Saudando-os,³ somos,

De Vm.^{cês},

Am.^{os} Obr.^s,

PEREIRA MENDES E CA.

1. *Confere com os nossos lançamentos*, agrees with our books. 2. *Rogamos entregarem esse saldo*, we beg you kindly to pay the said balance. 3. *Saudando-os*, saluting you; with compliments.

61. Advising a Difference in Account Current.

RIO DE JANEIRO, 7th August, 19..

MESSRS. WILLIAM JONES & CO.,
Liverpool.

Dear Sirs,

We duly received your favours of 16th and 30th June, and 7th July.

Account Current. In the account current which you sent to us, closed off at the¹ 30th June last, we find a small difference in the invoice of the 15th February, 19..., per ss. "Camoens," the value of which is² £38 . 1 . 11, and not £37 . 2 . 10. In all other respects³ the account in question is in accordance⁴ with our books. We await your confirmatory advice.⁵

Credit. We have credited your account with⁶ £14 . 9 . 6, value of your invoice of 2nd July last, Case No. 513.

We remain, dear Sirs,

Yours faithfully,

HENRIQUE MORÃES E CA.

1. Closed off at the, *fechada em*. 2. The value of which is, *que é do valor de*. 3. In all other respects, *em tudo o mais*. 4. The account in question is in accordance, *a referida conta* (or *o referido extracto*) *está de accordo*. 5. Confirmatory advice, *aviso de confirmação*. 6. We have credited you with, *a credito de sua conta levámos*.

LESSON XVII.

Conversational Exercises.

- | | |
|--|---|
| 1. The steamer "Esmeralda" is expected about the middle of March. | O vapor "Esmeralda" é esperado em meado de Março. |
| 2. She receives passengers for Santos with transshipment at Rio. | Recebe passageiros para Santos com transbordo no Rio. |
| 3. Kindly inform me of the cost of tin-foil plates, the same as the samples I enclose. | Queiram informar-me do custo de laminas de chumbo igual ás amostras que incluo. |
| 4. He returned us the said bill, together with protest and account of charges. | Nos devolveu a dita letra, com protesto e conta de resaque. |
| 5. Please advise us when the bills are covered (<i>or</i> paid). | Queiram avisar-nos quando sejam cobertas as letras. |
| 6. The draft fell due yesterday. | O saque venceu-se hontem. |
| 7. They have many outstanding debts. | Teem muitas dividas activas. |
| 8. We beg you kindly to honour this draft. | Pedimos-lhes dem bom acolhimento a esta letra. |
| 9. We hope you will do the needful (<i>or</i> provide). | Esperamos que Vm. ^{cs} ocorrerão com o necessario. |
| 10. We hope that the result will be successful. | Fazemos votos para um resultado feliz. |
| 11. They have much capital locked up in that business. | Teem muitos capitaes empattados n'esse negocio. |
| 12. They cannot meet their engagements (<i>or</i> liabilities). | Não pôdem fazer face aos seus compromissos. |
| 13. He accepted it against duplicate receipts. | O acceitou a troco de recibos em duplicado. |

- | | |
|--|---|
| 14. They do business for cash or payment by instalments. | Fazem negocios de prompto pagamento ou a prazo. |
| 15. We enclose a draft at 90 days sight. | Juntamos um saque a 90 dias vista. |
| 16. We prefer a bill at sight. | Preferimos uma letra a vista. |
| 17. Write to me, so that I may know how I stand (<i>or</i> what to expect). | Escreva-me, para que eu possa saber com o que contar. |
| 18. I think he will make good (<i>or</i> keep) his word. | Creio que elle manterá (<i>or</i> conservará) a palavra. |
| 19. He sent me this as a guide (<i>or</i> to go by). | Me enviou isto para servir-me de norma. |
| 20. He settled (<i>or</i> paid) the bill at maturity. | Saldou a letra no seu vencimento. |
| 21. We are preparing due honour for your draft, on presentation. | Preparamos a seu saque bom acolhimento, logo que se apresentar. |
| 22. These shares are now at par. | Estas acções estão agora ao par. |
| 23. There is a rumour abroad that this house has gone bankrupt. | Corre o boato que esta casa tem quebrado. |
| 24. The (public) stocks are looking up. | Os fundos publicos estão em alta. |
| 25. We don't know which way to turn. | Não sabemos de (<i>or</i> para) que lado nos hemos de voltar. |

62. Regarding Promissory Notes.

RIO DE JANEIRO, 11 de Setembro de 19..

ILL.^{MOS} SRS. T. REEDMAN & Co.,
Londres.

Amigos e Srs.,

Confirmamos a nossa respeitosa de hoje e accusamos o recebimento de¹ seus favores de 6 e 27 de Junho e 11 de Julho pp., com referencia ao pagamento da prestação² de

1. *Accusamos o recebimento de*, we acknowledge receipt of. 2. *Pagamento da prestação*, payment of the promissory note (*or* I O U).

30 de Abril pp., que deixou de ser feita³ na parte que VV. SS., pela sua carta de 14 de Agosto de 19..., especificaram para ser paga pela Sociedade em liquidação.⁴

Felizmente agora já podemos dar solução de⁵ todos estes assumptos mais satisfactoriamente para VV. SS., e n'este mesmo correio escrevemos aos Amigos mais detalhadamente.⁶

Queiram acceitar as nossas amistosias saudações.

MANOEL DE CASTRO E CA.

3. *Que deixou de ser feita*, which was omitted to be made. 4. *Pela Sociedade em liquidação*, by the Company in liquidation. 5. *Podemos dar solução de*, we are able to give a solution to (or to settle). 6. *Mais detalhadamente*, more fully.

63. Requesting Payment of Account.

BRADFORD, 25th May, 19..

MESSRS. ANTONIO DE SOUZA E CA.,
Lisbon.

Dear Sirs,

We are sorry to have to write you again¹ with regard to the state of our account with your goodselves. Although we have written to you repeatedly² requesting a remittance against the balance due,³ you have completely ignored⁴ our letters, so that we are at a loss to know⁵ what your actual position is.

We are now reluctantly compelled⁶ to inform you that, unless we receive a remittance within the next fourteen days, we shall have no alternative but to place⁷ the matter in the hands of our solicitor, with a view to enforcing payment⁸ of this account, now considerably overdue.⁹

Trusting that you will save us the disagreeable necessity of having recourse to legal aid¹⁰ in this matter,

We remain, dear Sirs,

Yours faithfully,

DUNHAM & Co.

1. To have to write to you again, *ter de escrever-lhes. novamente*. 2. Repeatedly, *repetidas vezes*. 3. Against the balance due, *a conta do saldo vencido (or em descoberto)*. 4. You have completely ignored, *V. Sas. não tem feito caso algum de*. 5. We are at a loss to know, *não alcançamos a saber*. 6. We are . . . reluctantly compelled, *vemo-nos com muito pesar obrigados*. 7. We shall have no alternative but to place, *não teremos outro remedio senão de collocar (or traspassar)*. 8. With a view to enforcing payment of, *com o objecto de fazer-nos pagar*. 9. Now considerably overdue, *já muitissimo atrasado*. 10. The disagreeable necessity of having recourse to legal aid, *o dever desagradavel de ter de recorrer (or appellar) aos meios legais*.

64. Enclosing Remittance.

RIO DE JANEIRO, 16 de Outubro de 19..

SNRS. PORTER, SONS & Co.,

Leeds.

Amigos e Senrs.,

Damos em n/ poder a sua prezada carta de 12 de Setembro p.p^{do}., cujo conteúdo notámos.

Incluimos uma cambial¹ do valor de £300 . 0 . 0, saque No. C-2/3244, a 90 d/v. do Banco do Brazil sobre London and County Banking Company Ltd., Londres, cujo producto se dignarão levar a credito² da n/ conta, sob aviso.³

Somos com toda a estima,

De Vm.^{cês},

Am.^{os}. Obr.^{os},

SIDONIO BARROSO E CA.

1. *Uma cambial*, a bill of exchange. 2. *Cujo producto se dignarão levar a credito*, the proceeds of which you will be good enough to place to the credit. 3. *Sob aviso*, under advice, with advice.

65. Difficulties of Transport.

LIVERPOOL, 6th October, 19..

MESSRS. CASTRO MONTEIRO E CA.,

Lisbon.

Dear Sirs,

We are in receipt of your favour of the 28th ultimo, enquiring about two cases marked J.R. Nos. 18/19, destined for Lisbon.

Owing to acute congestion of traffic¹ and inadequate railway facilities,² there have been very considerable difficulties in forwarding cargo to Portugal, and these were further intensified by labour troubles³ in this country, which

1. Congestion of traffic, *o accumulo do trafego*. 2. Inadequate railway facilities, *facilidades (or meios) ferro-viarias inadequadas (or insufficientes)*. 3. Were further intensified by labour troubles, *foram intensificadas ainda mais pelos disturbios operarios*.

completely disorganized the already very limited train services,⁴ and made delays inevitable.⁵ The T..... line⁶ has suffered more than any other, and was closed altogether⁷ until last week. We are pleased, however, to inform you that cargo is now going forward,⁸ and the above-mentioned packages have already left Liverpool for Lisbon.

We regret the delay which has unavoidably⁹ occurred, and beg to remain, dear Sirs,

Yours faithfully,

MORTIMER LAIDLEY & Co.

4. Train services, *serviços de trens* (or *comboios*). 5. Made delays inevitable, *tornaram inevitáveis as demoras*. 6. The line, *a linha*. 7. Was closed altogether, *ficou completamente fechada*. 8. Cargo is now going forward, *já se expede a carga*. 9. Unavoidably, *inevitavelmente, necessariamente*.

66. Acknowledging Rebate.

PERNAMBUCO, 26 de Setembro de 19..

ILL.^{mos} SNRS. HARCOURT & Co.,

Londres.

Amigos e Snrs.,

Em devido tempo recebemos o seu favor de 13 de Agosto ppdo., cujo conteúdo notámos e agradecemos.

De posse da duplicata do recibo de £1 . 1 . 1, que V. S.^{as} entregaram aos Snrs. Jones Bros. & Co., por nossa conta, importancia esta¹ do saldo em seu poder a nosso favor, proveniente do retorno de fretes² que V. S.^{as} haviam recebido da Royal Mail, conforme seu aviso.

Sempre ás suas ordens, firmamo-nos com a maior estima,

De V. S.^{as},

Am.^{os} Obr.^{dos},

VILHENA CHAGAS E CA.

1. *Importancia esta*, which amount. 2. *Proveniente do retorno de fretes* (proceeding from the) rebate of freights.

EXERCISE FOR TRANSLATION.**MARKET REPORT.**

Bradford Wool.—Spinners¹ are waiting for their allocations² of wool and tops³ for next rationing period,⁴ and until details are known it is very difficult for new business for civilian trade⁵ to be transacted.⁶ There is considerable doubt as to the proportion of allocation which will be available⁷ for home and export trade⁸ respectively, and this adds to the difficulty in the way of placing⁹ new business.

1. Spinners, *fiandeiros*. 2. Allocations, *repartições, partilhas*. 3. Wool and tops, simply say: *lã*. 4. Rationing period, *período de repartição*. 5. Civilian trade, *o commercio civil*. 6. To transact business, *fazer (or tratar) negocios*. 7. Available, *disponivel*. 8. Home and export trade, *commercio interior e exterior*. 9. In the way of placing, *pelo que diz respeito da collocação de*; or simply: *em lançar*.

LESSON XVIII.

Conversational Exercise.

1. We have to call your attention to the delay in your remittances. Cumpre-nos chamar a sua atenção para a demora nas suas remessas.
2. This is news to me. É novidade para mim.
3. We beg you kindly to provide the needful, in order that our signature may be duly honoured on presentation. Rogamos-lhes se sirvam ordenar o necessario, para que ache a nossa assignatura bom acolhimento quando se apresentar.
4. They cannot cope with the great rush of business. Não pódem fazer face á grande affluencia de pedidos.
5. They are makers of rubber manufactures of all kinds for scientific uses, engineering and mechanics. São fabricantes de artefactos de borracha de toda qualidade para fins scientificos, engenharia e mechanica.
6. Please reimburse yourselves for everything by drawing on us. Queiram reembolsar-se de tudo, sacando sobre nós.
7. In case of non-acceptance or non-payment, please advise us. No caso de falta de accete ou de pagamento, queiram avisar-nolo.
8. We shall keep the goods thrown on our hands. Ficaremos com as mercadorias encostadas.
9. All your orders are in hand. Todas as suas ordens estão em mão (*or* em trabalho).
10. All the steamers of this Company are fitted up with wireless telegraphy (apparatus). Todos os paquetes d'esta Companhia são dotados com aparelhos de telegraphia sem fios.
11. In order to obtain room, it is as well to reserve it in advance. Para se obter logar é conveniente reservalo com bastante antecendencia.
12. In view of the great rush of passengers travelling on the boats of this Company. Em vista da grande affluencia de passageiros que viajam nos paquetes d'esta Companhia.

- | | |
|---|--|
| 13. We shall spare no effort to intensify (<i>or</i> stimulate) our business. | Não pouparemos esforços para intensificar os nossos negocios. |
| 14. We give, below, the principal figures of the balance sheet of the D. Bank. | Damos, em seguida, as principaes rubricas do balanço do D. Bank. |
| 15. The gross profits reached 25,585,000 crowns, the net profits, 13,028,000. | Os lucros brutos elevaram-se a 25,585,000 corôas, os lucros liquidos a 13,028,000. |
| 16. Please reimburse yourself on me, at sight, for the amount and the charges. | Queira reembolsar-se sobre mim a vista pela importância e as despesas. |
| 17. Our market is feeling a great scarcity of cash. | A nossa praça está sentindo grande falta de dinheiro metallico. |
| 18. We beg you to excuse us for having omitted (<i>or</i> forgotten) to advise our bill. | Rogamos-lhes desculpem que temos perdido de vista de dar aviso da nossa letra. |
| 19. They were obliged to refuse acceptance. | Foram obrigados a recusar o aceite. |
| 20. We shall not fail to let you have funds in good time to cover these bills. | Não deixaremos de remetter-lhes opportunamente fundos para cubrir estas letras. |
| 21. Belgian stocks are yielding a comparatively remunerative result. | Os Fundos belgas dão um rendimento relativamente remunerador. |
| 22. The guarantees of this loan are secured by the receipts (<i>or</i> revenue) of the S. Customs. | As garantias d'este emprestimo estão asseguradas pelas receitas da Alfandega de S. |
| 23. Please transmit to me your orders for anything you may require. | Peço-lhe me transmitta suas ordens para qualquer cousa que puder offerecer-se. |
| 24. The securities will be payable to bearer, redeemable in 50 years. | Os titulos serão ao portador, reembolsaveis em 50 annos. |
| 25. Misfortunes never come singly. | Uma desgraça nunca vem só. |

67. General Letter.

RIO DE JANEIRO, 11 de Setembro de 19..

ILL.^{MOS} SRS. CHARLES RAWTON & SONS,
Manchester.

Amigos e Srs.,

Confirmamos a nossa respeitosa de 28 de Agosto ultimo, e respondemos aos seus estimados favores de 13 de Junho e 3 de Julho pp.

216 peças *Pongée TR 274*. Recebemos a amostra d'este artigo que VV. SS. nos enviaram para confirmação, e examinando-a¹ com a referencia de compra, achamos a entrega muito ruim,² pois não apresenta o mercerizado³ do typo original.⁴

Apezar d'este facto e por haver grande falta do artigo⁵ no mercado no momento, resolvemos concordar com⁶ a entrega e pedir-lhes para embarcar sem demora este lote. Assim, pois, queiram embarcar no primeiro vapor este lote, e activar a entrega das 300 peças da qualidade TR 275, que esperamos sejam entregues de accordo com o typo original.

Chita estampada. Recebemos as referencias que nos mandaram d'este artigo. Comquanto⁷ a apparencia seja boa, devemos chamar a attenção dos Amigos para a qualidade que parece ser inferior ao typo que VV. SS. nos forneceram. Tratando-se de⁸ um artigo barato e de boa venda⁹ no momento, pedimos-lhes embarcarem logo¹⁰ o lote todo. Queiram recommendar para que as amostras sejam bem feitas e vistosas¹¹ e que tragam um typo com toda a largura da fazenda.¹²

Entregas. Chamamos a sua benevola attenção para o atrazo¹³ nas entregas em que estão os seguintes artigos:—

60 peças 31-2 in. Zephyr¹⁴ T R 16
208 „ 24 „ Cassa branca T R 187.

1. *Examinando-a*, examining it, on examining it. 2. *Muito ruim*, very bad. 3. *Não apresenta o mercerizado*, it does not show the mercerizing. 4. *Do typo original*, of the original quality (sample). 5. *Por haver grande falta do artigo*, owing to there being a great shortage of the article. 6. *Resolvemos concordar com*, we decided to agree to. 7. *Comquanto*, although. 8. *Tratando-se de*, as it is a question of. 9. *De boa venda*, of good sale, having a good sale. 10. *Logo*, immediately. 11. *Bem feitas e vistosas*, well made and showy. 12. *Um typo com toda a largura da fazenda*, full-width quality sample. 13. *O atrazo*, the delay. 14. *Zephyr* (or *Zephyro*), zephyr(s).

300	„	24-5	„	Cassa salpicos ¹⁵	2457.
120	„	26	„	Levantine preta ¹⁶	765.
1,000	„	18	„	Tecido branco rendado ¹⁷	W 456.
100	„	26	„	Nanzouck ¹⁸ branco	L 4589
48	„	25	„	Voile cordão ¹⁹	T 347.

Na esperança da sua factura e aviso d'expedição, ficamos com alta consideração,

De VV. SS.,

Am.^{os} Att.^{os} e Cr.^{os},

PINHEIRO BARBOSA E CA.

15. *Cassa salpicos*, spot muslins. 16. *Levantine preta*, black Italians (local name). 17. *Tecido branco rendado*, white lace goods. 18. *Nanzouck*, nainsook. 19. *Voile cordão*, corded voile.

68. Deliveries and Shipments.

LIVERPOOL, 16th July, 19..

MESSRS. AFFONSO CORDEIRO E CA.,
Pernambuco.

Dear Sirs,

We have duly received your esteemed favour of the 28th June last, and we have already despatched the goods mentioned therein,¹ *i.e.*, packages 11 and 12, by the steamer "Amazon," which sailed² last week. There still remain to be shipped³ 30 pieces of Fancies⁴ No. 346. The manufacturer has not yet made these goods, and he has informed us that he cannot give us any definite delivery date. We are altogether in the hands of the makers⁵ for orders on a small scale,⁶ and we can only assure you that we have done our very utmost to obtain⁷ the delivery of this small balance.⁸

We are much obliged for⁹ your remittance of £100, which

1. Mentioned therein, *das quaes fazem menção* (or *mencionadas no mesmo*).
2. Sailed, *sahiu*. 3. There still remain to be shipped, *ainda fallam embarcar*. 4. Fancies, *tecido de fantasia*. 5. We are altogether in the hands of the makers, *dependemos inteiramente dos fabricantes*. 6. On a small scale, *em pequena escala*. 7. We have done our very utmost to obtain, *temos feito todo o possivel que estava ao nosso alcance para obter*. 8. This small balance, *este pequeno saldo* (or *resto*). 9. We are much obliged for, *agrade-cemos-lhes muito*.

we received by your above-mentioned favour, and we have pleasure in crediting your account with the net proceeds¹⁰ of this remittance, viz.,¹¹ £98 . 15 . 7, value 14th inst., with our best thanks.¹²

We remain, dear Sirs,

Yours faithfully,

CLARKE, SONS & Co.

10. The net proceeds, o líquido producto. 11. Viz., isto é (or a saber).
12. Our best thanks, os nossos mais expressivos agradecimentos.

69. Remittance and Accounts.

BAHIA, 13 de Setembro de 19..

SR.^s CARDIGAN & Co., LTD.,

Leeds.

Am.^{os} e Sn.^{rs},

Confirmando minha carta de 9 de Agosto p.p., accuso em m/ poder s/ estimado favor de 2 do mesmo.

Credito £100 . 8 . 3, valor de 29 de Julho de 19..., pela
factura $\begin{matrix} \text{F B} \\ \text{L} \end{matrix}$ 14/16 por "Chili."

Remessa. Junto á presente a primeira via da letra¹ 90 d/v, No. 10295 s/ Londres,² produzida pelo British Bank of South America, Ltd., contra sua caixa matriz,³ da importância de £80, que se servirão descontar ao melhor typo do mercado, creditando em m/ c.⁴ o producto liquido da mesma.

Conferindo⁵ agora sua factura $\begin{matrix} \text{F B} \\ \text{L} \end{matrix}$ 14/16 por "Chili" nota que Vm.^{cês} carregaram despesas sobre embarque £3 . 10 . 6 e mais frete⁶ £6 . 9 . 5, assumpto sobre o qual já me referi em m/ carta de 2 de Agosto p.p. em relação á sua factura $\begin{matrix} \text{F B} \\ \text{L} \end{matrix}$ 11/12 por "Amazon," e não havendo proporção das despesas de uma para outra factura,⁷ rogo-lhes ainda me

1. Primeira via da letra, first of exchange of the bill. 2. S/ (sobre) Londres, on London. 3. Caixa matriz, head-office. 4. M/c (minha conta), my account. 5. Conferindo, on looking over. 6. Mais frete, also (or plus) freight. 7. De uma para outra factura, of one invoice and the other.

darem⁸ uma explicação sobre o assumpto. Noto mais que⁹ na factura por "Amazon," Vm.^{cês} cobraram seguro á taxa de¹⁰ 10/- por cento enquanto¹¹ que na factura por "Chili" a taxa foi de 12-6 per cento, não comprehendendo portanto qual o motivo¹² d'esta alteração.

Com estima sou,

De Vm.^{cês},

Am.^o e Cr.^o Obr.^o,

FRANCISCO BARROSA.

8. *Rogo-lhes ainda me darem*, I again (or I have still to) request you to give me. 9. *Noto mais*, I notice moreover. 10. *Cobramam seguro á taxa de*, you charged insurance at the rate of. 11. *Emquanto*, whereas. 12. *Qual o motivo*, what is the reason.

EXERCISE FOR TRANSLATION.

EMBARGO¹ ON U.S. STEEL AND IRON EXPORTS.²

Pittsburg, Thursday.—The General Operating Committee³ of the Eastern Railroads has decreed an immediate embargo on shipments of export steel billets,⁴ bars and plates,⁵ and scrap and pig-iron,⁶ unless intended for use abroad by the United States' Government. The Committee also suspended all fast freight trains.⁷

A preliminary report before the Committee showed there are now stored⁸ on the ground and in cars⁹ at Northern Atlantic ports, 1,325,000 tons¹⁰ of steel.

1. Embargo, *embargo*. 2. Steel and iron exports, *as exportações de aço e de ferro*. 3. Committee, *comissão* (f.). 4. Steel billets, *barras de aço*. 5. Bars and plates, *barras e chapas*. 6. Scrap and pig-iron, *socata (de ferro) e ferro em gusa* (or *em linguados*). 7. Fast freight trains, *comboios de carga de grande velocidade*. 8. Stored, *armazenado*. 9. Cars, *carros*. 10. Tons, *toneladas*.

LESSON XIX.

Conversational Exercises.

- | | |
|---|---|
| 1. He applied to our Consul in that town, asking him for explanations. | Dirigiu-se ao nosso Consul n'aquella cidade, pedindo-lhe esclarecimentos. |
| 2. Loans made to any amount on mortgage of properties in Lisbon and the neighbourhood. | Empresta-se qualquer quantia sobre hypothecas de propriedades em Lisboa e arredores. |
| 3. The payment of this dividend, relating to the second half-year of 19..., free of income tax, will begin on the 2nd March next. | O pagamento d'este dividendo relativo ao 2º semestre de 19..., livre do imposto de rendimento, ha de começar no dia 2 de Março proximo. |
| 4. It will continue on all working-days. | Continuará todos os dias uteis. |
| 5. We have only to send you herewith the protest for non-acceptance of your bill for £100. | Limitamo-nos a remetter-lhes aqui juncto o protesto de não accete á sua letra de £100. |
| 6. We have received these products in payment of a doubtful debt. | Temos recebido estes productos em pagamento d'uma divida mal parada. |
| 7. They incited the strike on the part of the railway workers. | Incitaram a greve dos ferroviarios. |
| 8. The losses are calculated at 10 million dollars. | As perdas são calculadas em 10 milhões de dollars. |
| 9. They had not looms available for commercial purposes. | Não tinham teares disponiveis para fins commerciaes. |
| 10. The shareholders are invited to appear at the ordinary meeting, which is to take place on the 3rd March next. | São convidados os srs. accionistas para comparecerem na reunião ordinaria, que se deve realisar em 3 de Março proximo futuro. |

11. The exchange was very firm, there having been a scarcity of paper. We give below the usual quotations. O cambio esteve muito firme, tendo havido falta de papel. Damos abaixo as cotações de costume.
12. She is receiving cargo at through rate for Rio de Janeiro. Recebe carga a frete directo para Rio de Janeiro.
13. He does not know which way to turn. Elle não sabe para onde se ha de virar.
14. They are Treasury difficulties, and as such must be considered of a temporary nature. São difficuldades de thesouro e, como taes, devem considerar-se passageiras.
15. There do not exist in the railway stations more than a million odd bags of coffee, most of which are choice qualities. Não existem nas estações de estradas de ferro mais que um milhão e pouco de saccas de café, na sua maioria de escolha.
16. The rubber market was inactive, sales being insignificant, in spite of regular arrivals. Esteve pouco activo o mercado de borracha, sendo insignificantes as vendas, apezar deregulares entradas.
17. These are 4 per cent. Treasury Bonds issued in July. São Bons do Theouro 4 por cento emittidos em Julho.
18. He says he has heard from a reliable source that the Government is already issuing bills against their bankers. Diz ter em fonte segura colhido a noticia de que o Governo do Estado já está emittendo saques contra seus banqueiros.
19. The reports which are circulating are without foundation. Carecem de fundamento as notícias que circulam.
20. They are manufacturers and spinners of cotton, twilled shirtings, double weft and cambrics. São fabricantes e fiandeiros de algodão, algodão trançado para camisas, dupla trama e cambraias.
21. I hope you will freely command my services for anything which you may require. Para quanto lhes possa ser prestavel, estimarei me dêem a satisfacção d'empregar-me no seu serviço.

- | | |
|--|---|
| 22. What will become of him ? | Que virá a ser d'elle ? |
| 23. We manufacture bags for corn, coffee, cocoa, sugar, cement and ores. | Somos fabricantes de saccos para trigo, café, cacao, assucar, cimento e mineraes. |
| 24. They are trying to develop the railwaysystem. | Procura-se desenvolver a rede ferroviaria. |
| 25. We shall hasten in order to make up for lost time. | Apressar-nos-hemos a ganhar o tempo perdido. |

70. Regarding Payments.

BAHIA, 20 de Outubro de 19..

ILL.^{MOS} SRs. HARRIS & THOMAS,
Liverpool.

Amigos e Srs.,

Confirmamos a nossa respeitosa de 26 de Setembro ultimo, sem nenhum favor de VV. SS. a que devamos resposta.¹

Telegrammas. Confirmamos o nosso de 21 de Setembro ultimo, assim concebido:² REBINADOR (have sent remittance through) BENNETT.

Effectivamente³ telegraphamos-lhes novamente aos Srs. Charles Bennett & Sons para pagar-lhes £1,000 e estamos trabalhando para fazer-lhes nova remessa de modo a pôr a nossa conta em ordem sem grande demora, pois muito nos contraria o contratempo havido, e que lhes deu motivo para se queixarem⁴ de que tratamos a sua estimada firma differentemente das outras d'ahi⁵ com quem trabalhamos.

Realmente VV. SS. têm toda a razão para assim julgarem,⁶ pois não lhes compete saber⁷ do que se passou aqui em Bahia, entretanto podemos assegurar-lhes que o nosso Chefe⁸ Snr. Affonso Chagas exigio que lhes fosse pago⁹ o que lhes era devido, e como não tivesse sido cumprida a sua determinação, que era feita baseada no accordo feito por elle em 19..., é

1. *A que devamos resposta*, to which we have to reply. Note the use of Subjunctive (following a negative). 2. *Assim concebido*, lit.: thus conceived or couched; i.e., as follows. 3. *Effectivamente*, indeed, as a matter of fact. 4. *Lhes deu motivo para se queixarem*, gave you a reason to complain. 5. *D'ahi*, of there, of your place (or town). 6. *Tem toda a razão para assim julgarem*, have every reason to think so. 7. *Não lhes compete saber*, you cannot be aware. 8. *O nosso chefe*, our chief or principal. 9. *Exigio que lhes fosse pago*, insisted that you should be paid.

que foi resolvida a dissolução da firma, para ser eliminado o elemento¹⁰ que era contrario á bôa tradição da firma, que havia sempre cumprido os seus compromissos e tratos. O nosso socio Snr. Affonso Chagas já escreveu aos seus dignos Srs. Harris e Thomas e por esta mala escreverá novamente aos Amigos, na certeza de que, explicado bem o facto e as nossas contas postas em ordem, não teremos mais occasião de registrar¹¹ semelhantes factos, que muito deploramos.

E esperando que os Amigos não conservem a má impressão deixada por este incidente, aproveitamos o ensejo para repetir-lhes os nossos attenciosos cumprimentos.

AFFONSO CHAGAS E CA.

10. *Para ser eliminado o elemento*, in order that the element . . . could be removed. 11. *Não teremos mais occasião de registrar*, we shall have no further occasion to register, to record, to note.

71. Regarding Shipments.

MANCHESTER, 24th January, 19..

MESSRS. JORGE NUNES E CA.,
Pernambuco.

Dear Sirs,

In further reply¹ to your enquiry about the shipment² made by the steamer "Belgic," we are sorry to say there was not sufficient time in which to examine the parcel in the customary careful manner,³ owing to the short notice given to us⁴ on this occasion. You will no doubt be glad to know that we succeeded in forwarding⁵ all the goods to the docks⁶ on Tuesday morning,⁷ and you may rely upon receiving⁸ the numerous documents relating to the shipment early next week.⁹

We are confident that¹⁰ you will find the goods in first-class

1. In further reply, *referindo-nos novamente*. 2. Your enquiry about the shipment, *a sua solicitação (indagação or pergunta) quanto ao embarque (or remessa)*. 3. In the customary careful manner, *na maneira cuidadosa de costume*. 4. The short notice given to us, *o curto aviso que nos deram*. 5. We succeeded in forwarding away, *nos arranjamos para (or logramos) expedir*. 6. To the docks, *às docas (or ao porto)*. 7. On Tuesday morning, *terça feira á manhã*. 8. You may rely upon receiving, *podem contar em receber*. 9. Early next week, *no principio da semana proxima*. 10. We are confident that, *estamos certos (temos a certeza or temos a convicção) de que*.

condition on arrival,¹¹ as we have been very careful indeed¹² with regard to the packing.

You may recollect that you requested us to make the bales specially secure with extra rope,¹³ and you will observe that this matter has received our careful attention, the extra cost¹⁴ being very small indeed.¹⁵ As a matter of fact, time and labour¹⁶ have not been taken into consideration.

Kindly make a careful examination of this lot immediately on arrival, and if you are in a position¹⁷ to purchase an additional quantity just now,¹⁸ we shall be delighted to receive your esteemed commands.

Yours faithfully,

WILLIAM GUNN & Co., LTD.

11. On arrival, *na sua chegada* (or *quando chegarem*). 12. We have been very careful indeed with regard to, *temos tido muito cuidado com*. 13. Make the bales . . . secure with extra rope, *segurar* (or *proteger*) *os fardos com cabos* (or *cordas*) *adicionaes*. 14. The extra cost, *o augmento de despesas* (or *o custo adicional*). 15. Very small indeed, *muito pequeno deveras*. 16. Labour, *a mão d'obra*. 17. If you are in a position to, *se V. S.^{as} estiverem* (or *estejam*) *em condições para*. 18. Just now, *n'este momento*.

EXERCISES FOR TRANSLATION.

Market Report.

STOCK EXCHANGE.

Londres, 27, á noite.—Mercado satisfactorio, mas Consolidados¹ realisados com o annuncio da proxima emissão do emprestimo² do governo canadiano 4 por cento de 5 milhões de libras, a 99 por cento. Caminhos de ferro inglezes³ com boa procura. Fundos⁴ internacionaes calmos. Valores⁵ da Peruvian Corporation sustentados.⁶ Steel trust muito procurado⁷ devido aos avisos industriaes favoraveis dos Estados-Unidos. Os Caminhos de ferro americanos estão em alta⁸ calmos, durante o dia eram procurados por New York com o fecho.⁹ Canadian Pacific animado¹⁰ e muito

1. Consolidados, consolidated funds or annuities; Consols. 2. Emissão do emprestimo, issue of the loan. 3. Caminhos de ferro inglezes, English rails. 4. Fundos, stocks. 5. Valores, securities. 6. Sustentados, firm. 7. Muito procurado, much in demand. 8. Estão em alta, are on the rise. 9. O fecho, the close. 10. Animado, brisk.

filme. Grande Trunk firmado.¹¹ Caminhos de ferro mexicanos resgatados pelos baixistas.¹² Argentinos e Brasileiros melhores.

Minas de ouro transvaalianas¹³ e trusts financeiros firmes com avanço parcial de 1-32 a 1-16. Rhodesianas sustentadas. Diamantíferas¹⁴ firmes. Grupo mineiro russo com alta. Valores da borracha¹⁵ calmos. Petrolíferas¹⁶ irregulares.

11. *Firmado*, steady. 12. *Resgatados pelos baixistas*, redeemed (or recovered, bought) by the "bears" (Stock Exchange term). 13. *Minas de ouro transvaalianas*, Transvaal gold mines. 14. *Diamantíferas*, diamond (shares). NOTE: This means—*acções diamantíferas*. 15. *Borracha*, india-rubber. 16. *Petrolíferas*, i.e., *acções petrolíferas*, petroleum (petroleum shares), oil shares.

PRODUCE.

Sugar market unchanged. Coffee in good demand¹ for all descriptions,² and fancy prices³ are paid for certain mild parcels;⁴ moderate supplies⁵ offered in auction;⁶ futures quiet,⁷ March quoted 65s. 1½d., May, 67s. 6d. Cocoa⁸ steady; fair demand.⁹ Pepper¹⁰ firm; sustained enquiry.¹¹ Cloves unaltered.¹² Tapioca in good demand. Shellac¹³ is nominal. Rubber steady; crepe sold 2s. 5½d., Pará quoted 2s. 7¾d. Turpentine¹⁴ unaltered.

1. In good demand, *muito procurado*. 2. Descriptions, *classes*. 3. Fancy prices, *preços de fantasia*. 4. Mild parcels, *partidas de (café) doce* (or *suave*). 5. Supplies, *suprimentos* (or *fornecimentos*). 6. In auction, *em leilão*. 7. "Futures," *entregas futuras*. 8. Cocoa, *cacau*. 9. Fair demand, *bôa procura*. 10. Pepper, *pimenta*. 11. Sustained inquiry, *procura sustentada*. 12. Cloves unaltered, *cravos inalterados* (or *sem alteração*). 13. Shellac, *lacca em folhas*. 14. Turpentine, *terebentina*.

LESSON XX.

Conversational Exercise.

- | | |
|---|---|
| 1. At the end of last year the rate of exchange reached 14 per cent. above par. | Nos fins do anno passado a taxa dos cambios chegou a 14 por cento acima de par. |
| 2. Our efforts have met with excellent success. | Nossos esforços teem sido coroados de excellente exito. |
| 3. British manufactures are greatly liked in that country. | As manufacturas britannicas teem grande acceitação naquel paiz. |
| 4. The shortage of steel in the South American markets is being felt more and more. | A falta de aço nos mercados sul americanos sente-se cada vez mais. |
| 5. The Labour Party makes the suggestion of putting the worker on shorter time. | O Partido Operario faz a suggestão de collocar o operario a horas reduzidas de trabalho. |
| 6. The most notable demand is for white and coloured yarn, fine counts. | A procura mais notavel é para fios finos em branco e côres. |
| 7. The quantity of raw material in stock is not enough to go round (<i>or</i> does not meet requirements). | A quantidade em existencia de materia prima não chega para as necessidades. |
| 8. A great many workers are out of employment, and they will have to find work in other branches of industry. | Um grande numero de operarios se acham desoccupados e terão de encontrar trabalho em outros ramos de industria. |
| 9. During the past year the volume of export was satisfactorily maintained, prices ruling high. | Durante o anno passado o volume da exportação foi mantida satisfactoriamente, preços regulando elevados. |

10. Each year the taxes will be increased by 50 per cent. Cada anno os impostos serão augmentados em 50 por cento.
11. They are in full swing. Trabalham (*or* operam) com toda a actividade.
12. We are able to cope with the competition offered in those markets. Podemos fazer face á competição offerecida naquelles mercados.
13. Our industry includes all branches of manufacture. A nossa industria comprehende todos os ramos de fabrico.
14. Although this measure has come very late, it has been none the less well received among the parties concerned. Comquanto que tenha vindo já tarde tal medida, não deixa de ser bem recebida entre os interessados.
15. The volume of export is constantly increasing. O volume da exportação é cada vez mais avultada.
16. The steam packet "Cap Arcona" left for Lisbon, and is due to reach there on 7th March. Sahiu para Lisboa o paquete "Cap Arcona," que ahi deve chegar em 7 de Março.
17. The staff of the W. concern has been engaged on war work. O pessoal da empresa W tem-se occupado com trabalhos de guerra.
18. It seems that this industry will soon be brought to a standstill, owing to the absolute lack of materials. Parece que esta industria virá a ser paralyzada em breve por falta absoluta de materias.
19. Liberal advances are made against shipping documents. Fazem-se adiantamentos liberaes contra documentos de embarque.
20. We give you full powers to do as you think best. Damos-lhes plenos poderes para fazerem o que melhor entenderem.
21. There is no opening for these goods in our country. Estes artigos não têm sahida em nosso paiz.
22. Our market has been very dull. O nosso mercado tem estado muito frouxo.

- | | |
|---|---|
| 23. We have every reason to believe that he has gone bankrupt. | Tudo nos leva a crêr que elle se deu por fallido. |
| 24. This leader (article) was written by the labour leader. | Este artigo de fundo foi escripto pelo chefe trabalhista. |
| 25. The business with this country is not expected to attain great proportions. | Não é de esperar que o negocio com este paiz venha a attingir grandes proporções. |

72. Letter on General Topics.

RIO DE JANEIRO, 27 de Março de 19..

ILL.^{MOS} SRS. PETER SUTHERS & CO.,
Manchester.

Amigos e Srs.,

Temos em frente¹ o seu estimado favor de 20 de Fevereiro ultimo, capeando factura² do seu embarque pelo vapor "Araguaya," na importancia de £94 . 19 . 8, que creditamos em sua conta, valor 5 de Fevereiro.

Já estamos procedendo ao despacho³ da mercadoria e, logo que saia da Alfandega, conferiremol-a,⁴ feito o que⁵ pagaremos immediatamente o seu saque de £91 . 0 . 1, a 30 d/v, a favor do London & B. Bank, Ltd., do que lhes daremos aviso.

Juntamos o certificado que nos forneceu a Royal Mail Steam Packet Company, afim de V. S.^{as} receberem da Agencia ahi, o retorno de frete⁶ sobre o seu embarque pelo vapor "Demerara," cuja quantia creditarão logo que tiverem effectuado o recebimento,⁷ avisando-nos.

Seguro. Mereceu-nos a devida attenção⁸ o que nos informan a tal respeito, e, para evitar difficuldades, que se aggravam ainda mais⁹ em consequencia da situação anormal que ainda

1. *Temos em frente*, we have before us; to hand. 2. *Capeando factura*, enclosing invoice. 3. *Estamos procedendo ao despacho*, we are proceeding with the clearance. 4. *Conferiremol-a*, we shall check it (or revise it). 5. *Feito o que*, which being done. 6. *O retorno de frete*, the return freight, rebate on freight. 7. *Logo que tiverem effectuado o recebimento*, as soon as you have received same; upon receipt of same. 8. *Mereceu-nos a devida attenção*, has had our due attention; i.e., we have duly noted. 9. *Que se aggravam ainda mais*, which are becoming still worse.

perdura,¹⁰ achamos de bom alvitre¹¹ que V. S.^{as} continuem a fazer o seguro das nossas mercadorias contra todos os riscos, como até o presente têm feito.

Sem mais por agora, somos com muita estima e apreço,

De V. S.^{as},

Am.^s e Cr.^{ds} Obr.^s,

JOÃO COIMBRA E CO.

10. *Que ainda perdura*, which is still lasting. 11. *Achamos de bom alvitre*, we quite approve. Literally: we find it quite expedient.

73. Letter Regarding Wines.

LONDON, 16th April, 19..

MESSRS. BERNARDINO ROQUE E CO.,

Oporto.

Dear Sirs,

We are in receipt of your esteemed favour of the 10th inst., and also your samples and price lists, for which we are much obliged.

In reply to your proposals, we beg to inform you that, although we do an extensive wholesale trade¹ in French and Spanish wines,² our sales of Portuguese wines are rather limited, and we would rather receive these wines on consignment.³ If you care to send⁴ us your wines on consignment, we should require a commission⁵ of 5 per cent. on the ordinary qualities and 10 per cent. on the finer wines; all sales to be guaranteed by us,⁶ and account-sales⁷ would be sent and paid every three months.

The insurance, casks, carriage, and incidental expenses⁸ to be for your account.

In anticipation of⁹ an early reply,

We are, dear Sirs,

Yours faithfully,

HARGREAVES BROWN & CO.

1. Wholesale trade, *commercio por atacado* (or *em grosso*). 2. Wines, *vinhos*. 3. On consignment, *em consignação*. 4. If you care to, *se V. S.^{as} quizerem*. 5. A commission, *uma comissão*. 6. All sales to be guaranteed by us, *todas as vendas serão garantidas por nós*. 7. Account-sales, *conta de venda*. 8. Incidental expenses, *despesas extraordinárias*. 9. In anticipation of . . . *na expectativa de*.

74. Complaint on Goods.

RIO DE JANEIRO, 8 de Fevereiro de 19..

ILL.^{MOS} SRS. RUDD, BAXTER & CO.,
Manchester.

Amigos e Srs.,

Confirmamos a nossa respeitosa de hoje.

Voile Preto e Branco 153. Por este correio, registrado,¹ remettemos a VV. SS. 15 jardas de Voile preto, para que os Amigos vejam como nos foi entregue esta fazenda. A tinturaria² é a peor possível, e nenhum dos nossos clientes quer compral-a, pois parece fazenda avariada. Além do defeito de tinturaria, ha as differenças de largura.³ A fazenda não foi tratada convenientemente pelo aprestador,⁴ de modo que ha em uma peça diversas larguras entre 54 c/m⁵ a 58 c/m.

Estas duas caixas estavam vendidas a 1\$150 e o nosso cliente nol-as devolveu pelo defeito a que acima nos referimos, e não quiz ficar com ellas nem com⁶ 30 por cento de abatimento.

Este facto vem mais uma vez provar⁷ que os seus empacotores não prestão grande attenção na repassagem das fazendas⁸ e isso vem-nos prejudicar muito.

Queiram, pois, recommendar este serviço, pois do contrario teremos constantemente dissabores,⁹ sem nenhum proveito nem para VV. SS. nem para nós, pois quando as fazendas são bem entregues pôde-se ganhar dinheiro.

Queiram obter do fabricante uma bonificação que nos acoberte de prejuizo,¹⁰ e darem-nos por volta do correio a respectiva nota de credito.

Sem outro assumpto por hoje, aproveitamos o ensejo para reiterar-lhes as nossas mais distintas saudações,

BARROSO FREITAS E CA.

1. *Registrado*, registered. 2. *A tinturaria*, the dye, the dyeing. 3. *Largura*, width. 4. *Aprestador*, finisher. 5. *C/m*, centímetros, centimeters. 6. *Não quiz ficar com ellas nem com*, he did not wish to (he refused to) keep them even with. 7. *Vem mais uma vez provar*, goes once more to prove. 8. *Na repassagem das fazendas*, in passing (or checking) the goods. 9. *Dissabores* unpleasantness, annoyance. 10. *Que nos acoberte de prejuizo*, which may cover us against loss.

EXERCISES FOR TRANSLATION.

BOLSAS ESTRANGEIRAS.

Berlim, 27, á noite.—Tendencia firme, por sympathia com New-York, assim como sobre relatorios¹ mais satisfactorios vindos dos centros industriaes e sobre a melhora do mercado belga dos aços.

Os negocios foram bastante animados, principalmente os valores metallurgicos,² e os bancos russos.

Mais tarde, a firmeza manifestou-se ainda maior³ e os valores de electricidade, assim como os metallurgicos foram muito procurados. Valores de navegação⁴ calmos.

Fecho firme. O dinheiro dia a dia⁵ vale 4 por cento e o desconto particular⁶ $3\frac{2}{3}$ por cento. Cheque sobre Paris, 81.05. Rublo, 215.85.

Londres, 27....—O nosso mercado mostra-se mais activo, e vê manifestar-se uma melhora bastante sensivel⁷ das cotações desde a abertura e a firmeza accentua-se⁸ ainda durante o mercado.

Os Consolidados inglezes comtudo, foram realizados á noticia de⁹ um emprestimo canadiano 4 por cento de 5 milhões de £ st. a 99 por cento. Caminhos de ferro inglezes pedidos.¹⁰

As minas de ouro estão sustentadas ás cercanias das¹¹ suas cotações de hontem. A De Beers foi objecto de resgates activos.¹²

As cupriferas inscreveram-se com alta¹³ por sympathia com o mercado do metal.

Paris, 27.—A resposta de fim do mez traduziu-se na maior parte¹⁴ dos grupos pelo abandono puro e simples das *primes*.¹⁵

1. *Relatorios*, reports. 2. *Valores metallurgicos*, metal values (or securities). 3. *A firmeza manifestou-se ainda maior*, firmness became still more apparent. 4. *Valores de navegação*, shipping shares. 5. *Dia a dia*, day by day, from day to day. 6. *Particular*, private. 7. *Vê manifestar-se uma melhora bastante sensivel*, quite an appreciable improvement was visible. 8. *A firmeza accentua-se*, firmness becomes accentuated, there is more firmness. 9. *A noticia de*, on receipt of news of. 10. *Pedidos*, in demand. 11. *As cercanias das*, in the neighbourhood of the. 12. *Foi objecto de resgates activos*, briskly changed hands. 13. *As cupriferas inscreveram-se com alta*, coppers (from cobre, copper) (copper shares) were booked at an advance. 14. *Traduziu-se na maior parte*, showed itself in the majority. 15. *Primes*, French word meaning: options (Stock Exchange).

Esta operação não causou muita animação no mercado, mas, a firmeza de hontem accentuou-se sensivelmente,¹⁶ porque os vendedores sentiram a necessidade de se resgatarem para a liquidação.¹⁷

16. *Accentuou-se sensivelmente*, was appreciably felt, became appreciably accentuated. 17. *De se resgatarem para a liquidação*, to redeem themselves (to buy) for the settling-day.

MONEY, SILVER, ETC.

The silver market was steady, bars being unchanged¹ at 43d. for spot.² There was a good demand for money at 3 per cent. Discount rates³ for short bills⁴ were 3 9/16 to 3 5-8, and for three months' bills 3 9/16 to 3 5/8 per cent.

OLDHAM AND DISTRICT SHARES.

Another very firm market has to be reported. Buyers are called upon⁵ to pay top prices,⁶ sellers all along the line⁷ being in an uncompromising mood.⁸ Many shares are being picked up⁹ in the expectation of increased quarterly¹⁰ distributions, and no doubt in a few cases these hopes are well founded.¹¹ A fair and well-spread business¹² continued to be experienced.

1. Unchanged, *sem variação*. 2. Spot, *disponível*. 3. Discount rates, *as taxas do desconto*. 4. Short bills, *letras a curto prazo*. 5. Are called upon to, *estão obrigados a*. 6. Top prices, *preços mais altos*. 7. All along the line, *em geral, em toda a linha*. 8. In an uncompromising mood, *intransigentes; inflexíveis*. 9. Are being picked up, *se resgatam*. 10. Quarterly, *de trimestre; trimensaes*. 11. Are well founded, *estão bem fundadas*. 12. A fair and well-spread business, *operações regulares e extensivas*.



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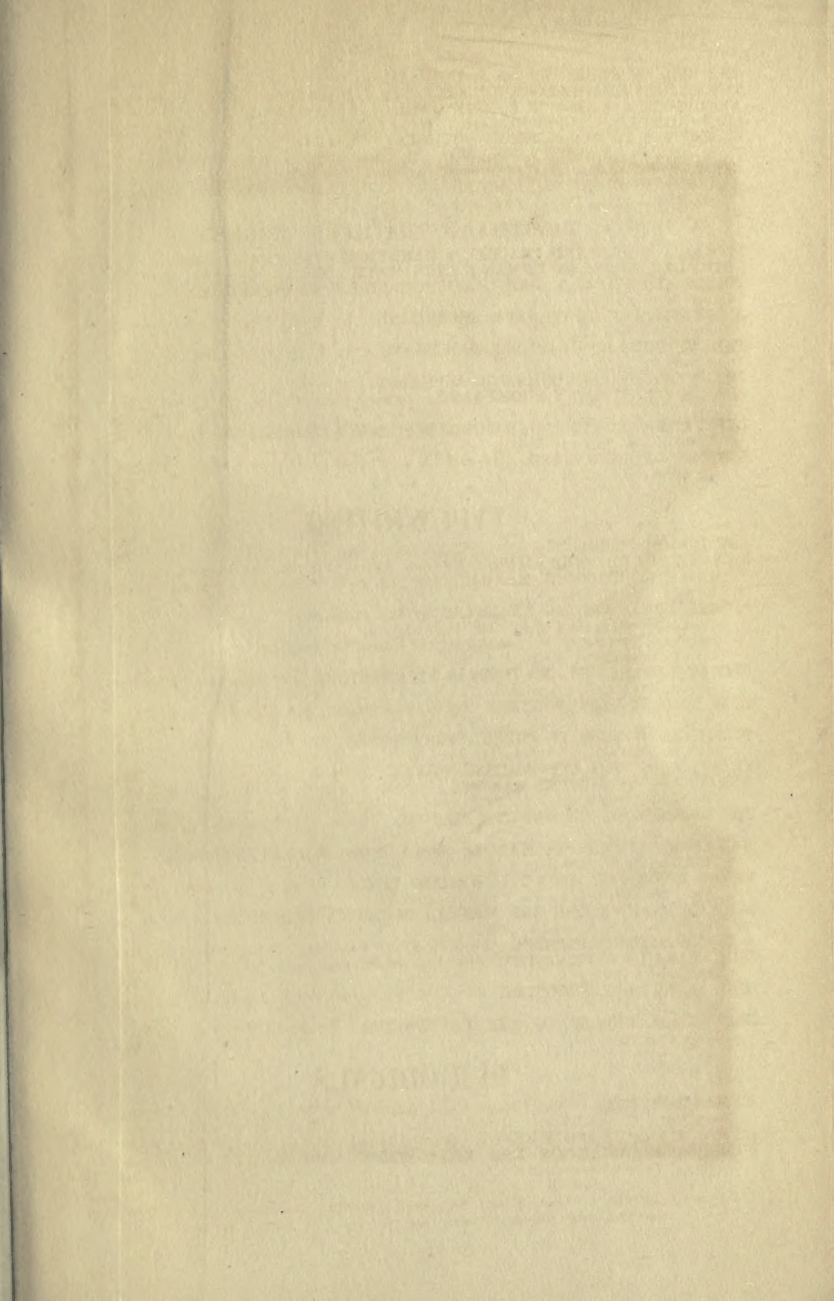
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